DOCUMENT RESUME

ED 317 212 IR 053 122

AUTHOR Baum, Nathan; And Others
TITLE Introduction to the Stony Brook Library: A Self-Paced Workbook for LBR 150. 2nd Edition.
INSTITUTION State Univ. of New York, Stony Brook. Library.
PUB DATE 89
NOTE 99p.; Revised and expanded by Richard Feinberg. For 1984 edition, see ED 269 038.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS *Academic Libraries; College Students; Higher Education; Individualized Instruction; *Library Instruction; *Library Services; *Library Skills; Online Searching; Optical Data Disks; *Reference Materials; Search Strategies; Student Research; Workbooks

ABSTRACT

Designed to acquaint students of the State University of New York at Stony Brook with the facilities and resources of their library, this self-paced workbook for developing basic research skills is designed for use by students enrolled in an introductory library course, LBR 150. The guide is organized into chapters dealing with types of library materials. Each chapter opens with a list of competencies the student will acquire through reading the chapter, and consists of an introduction explaining the materials covered, a set of questions and answers that serve to instruct the reader about the topic, and another set of review questions to be answered individually by students. Chapters cover: (1) an introduction to the library; (2) the author-title catalog; (3) the subject catalog; (4) encyclopedias; (5) subject bibliographies; (6) periodical indexes and abstracting services; (7) newspapers; (8) other approaches to researching current affairs; (9) government documents (including the Government Documents Catalog Service (GDCS) database on a compact disc); and (10) social and economic statistics. Sample catalog cards and other supplemental materials are interspersed with the text. (SD)

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INTRODUCTION TO THE STONY BROOK LIBRARY:

A SELF-PACED WORKBOOK FOR LBR 150

2nd Edition

NATHAN BAUM
RICHARD FEINBERG
MARY McCALLUM

University Libraries
State University of New York at Stony Brook
1989

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2nd Edition
Revised and exapanded by Richard Feinberg

Special written contributions made to this edition by
Christine King and Mary Beth Souza

University Libraries
State University of New York at Stony Brook
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CHAPTER ONE

INTRODUCTION TO THE STONY BROOK LIBRARY

LBR 150 is designed to introduce you to Stony Brook's main campus library system, and teach you how to use it to do basic research. Your work in this course will take place primarily in the Reference Room of the Main Library, although the overall library system on main campus is made up of many parts and is rather far flung. To begin with, there are six science libraries on campus, all in separate buildings: Biology, Chemistry, Computer Science, Engineering, Earth and Space Sciences, and Math/Physics. Within the Main Library are the Main Stacks, Reserve Area, Current Periodicals, the Music Library, Reference (which includes Microforms, Maps, Government Documents, and the Environmental Information Service), the Audiovisual Collection, and the Department of Special Collections, which houses materials that are rare, fragile, or too valuable to be shelved with the main collection. Although the various collections are located in separate areas, the holdings of all are reflected in the card catalogs in the Reference Room of the Main Library.

Because Stony Brook is the largest research facility on Long Island, the collections of the Main Library and the branch libraries support the University's educational program as well as the research interests of the off-campus community. Well over a million volumes are in the Stony Brook libraries, but this figure does not even include those materials that are available in the microforms collection which accounts for an additional 2,000,000 items. Many titles in microforms, as well as maps and government documents, are not cataloged. These items can still be found and used with the assistance of the librarians and other staff members who work in those areas.

The Reference Department is one of the most important areas of the Main Library because it is here that you usually begin your search for the materials that are located in various parts of the library system. Through LBR 150, you will be introduced to the basic reference sources that will help you locate the books, journal and newspaper articles, and other documents that you may need to do research for your courses.

The reference collection consists of approximately 20,000 volumes in all subject fields, with special emphasis in the humanities and social sciences. Included in this diverse collection are dictionaries, encyclopedias, periodical indexes, almanacs, bibliographies, atlases, and abstracts, as well as telephone books, guides to colleges and graduate schools, and other miscellaneous compilations of information ranging from local to international in scope. All materials in the reference room are shelved in the

reference stacks in call number order, with certain special exceptions (for example, periodical indexes and abstracts that are most heavily used are kept on open index tables in the center of the room). The materials are important resources and you should feel free to consult them as often as you need to; however, they do not circulate and their use is restricted to the Reference Room.

The holdings of the reference room are vast and the physical arrangement is one that can confuse the uninitiated. Librarians and staff in public areas are there to help guide you through the research maze and make the resources more accessible.

For an introduction to the Main Library, take the self-guided audio tape tour, which can be requested at the reference desk. It is approximately 40 minutes in length and will take you on an informative walk through the building and its various collections. As you take the tour, answer the questions on your Library Tour Assignment. Return the completed sheet to the Reference Department drop off box for grading.

Normally scheduled hours during the fall and spring semesters for the Reference Room in the Main Library are:

Monday-Thursday:	8:30 A.M. - Midnight
Friday:	8:30 A.M. - 8:00 P.M.
Saturday:	Noon - 6:00 P.M.
Sunday:	Noon - Midnight

Hours for the science libraries as well as other special areas within the Main Library are available at the reference desk.

AN IMPORTANT FOOTNOTE: There is also a Health Sciences Library which is located in the Health Sciences Center on east campus. This library contains collections in medicine, nursing, dentistry, and social welfare. The Health Sciences Library is not part of the main campus library system and is therefore referred to only occasionally in this course. The Main Library card catalogs list many of the books owned by the Health Sciences Library, and a periodicals listing in the reference room includes all periodicals held by both library systems.

Another point: The official name of the Main Library Building is the Frank Melville Jr. Memorial Library.

CHAPTER ONE REVIEW QUESTIONS

Answers to questions are on page 4

1. The six main campus science libraries are located within the Main Library Building. True or False.

2. The Music Library is located in the Main Library Building. True or False.

3. All titles owned by the library are recorded in the card catalog in the Reference Room. True or False.

4. A student doing library research will usually start in the Current Periodicals Reading Room. True or False.

5. The entire book collection of the Main Library is located in the Reference Room. True or False.

6. The Health Sciences Library is not considered to be part of the main campus library system. True or False.

7. Not all of the titles held by the Health Sciences Library are listed in the Main Library. True or False.

8. Main Campus science libraries and the Music Library have their holdings reflected in the Reference Room's card catalog and periodicals listing. True or False.

PRACTICUM EXAM QUESTION

On the Practicum Exam, you may be asked a question such as the following.

Can you identify where the Special Collections Department (or any other area of the Main Library noted on your tour), is exactly located?

ANSWERS TO REVIEW QUESTIONS--CHAPTER 1, LBR 150.
(Relevant workbook pages appear in parentheses.)

1. False (p. 1, paragraph 1)
2. True (p. 1, paragraph 1)
3. False (p. 1, paragraph 2)
4. False (p. 1, par. 3. The Reference Dept., also referred to as the Reference Room, is the answer.)
5. False (p. 1, par. 1 - p. 2, par. 1. The Reference Room contains only reference books. The vast majority of books in the Main Library are located in the stacks. Other departments in the Main Library, such as the Music Library and Special Collections, have their own book collections.)
6. True (p. 2)
7. True (p. 2)
8. True (p. 1 par. 1 implies this, although the card catalog is not the best source to check for periodicals. For periodical holdings in both the main library system and the Health Sciences Library, see the periodicals listing which is entitled The Stony Brook Serials Holdings List, located in the Reference Room and the other library departments as well.)

CHAPTER TWO

THE AUTHOR-TITLE CATALOG

After reading this chapter you will be able to do the following:

- determine if the the library owns a particular book by looking it up under its author or title in the card catalog
- interpret the different elements of a catalog card
- understand the Library of Congress call number and how it relates to a book's shelf location in the library

INTRODUCTION

The card catalogs in the Reference Room may be considered an index to the library's collection. Library materials are listed alphabetically in these catalogs in three ways: by author, title, and subject. There are two different card catalogs in the Reference Room: the Author-Title Catalog and the Subject Catalog. (A system like this that separates the author-title section from the subject section is called a "divided catalog.") In the Author-Title Catalog, cards for both authors and titles of books are interfiled in one alphabet. In this chapter we will focus on the Author-Title Catalog; Chapter Three will teach you how to use the Subject Catalog to locate materials on a specific topic.

Q. WHEN DO YOU USE THE AUTHOR-TITLE CATALOG?

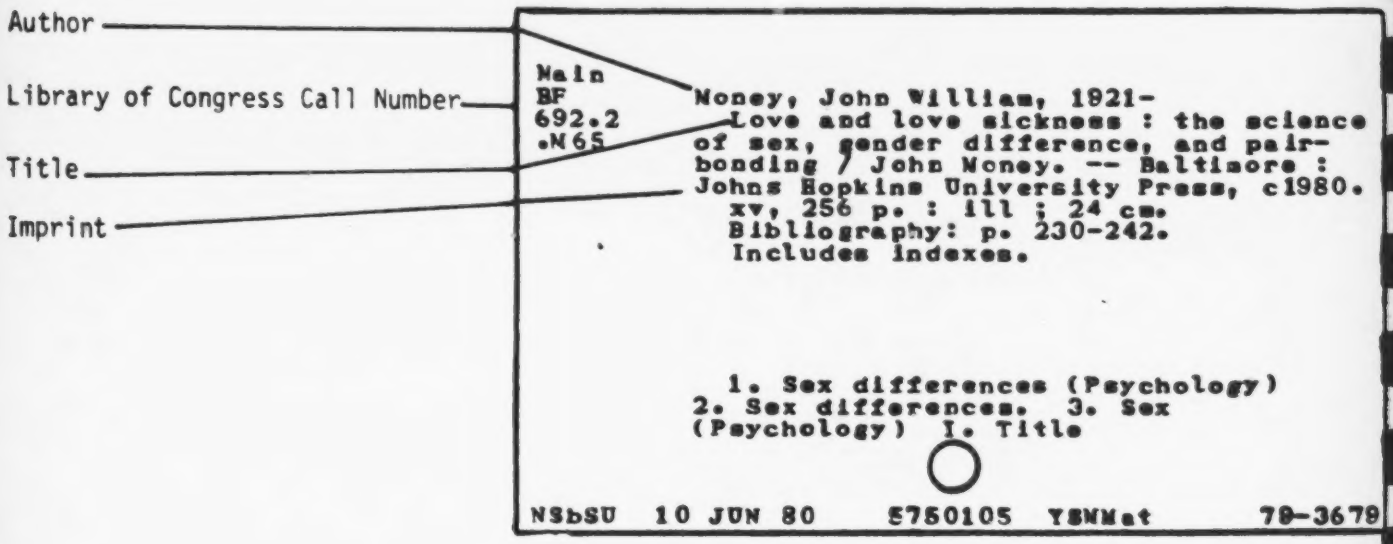
A. Consult the Author-Title Catalog when you are looking for a particular book and you know its author and/or its title. The book should be listed both ways. The Author-Title catalog is also useful in determining what titles of a particular writer's work are owned by the library.

Q. WHAT KIND OF INFORMATION IS GIVEN ON THE CATALOG CARDS?

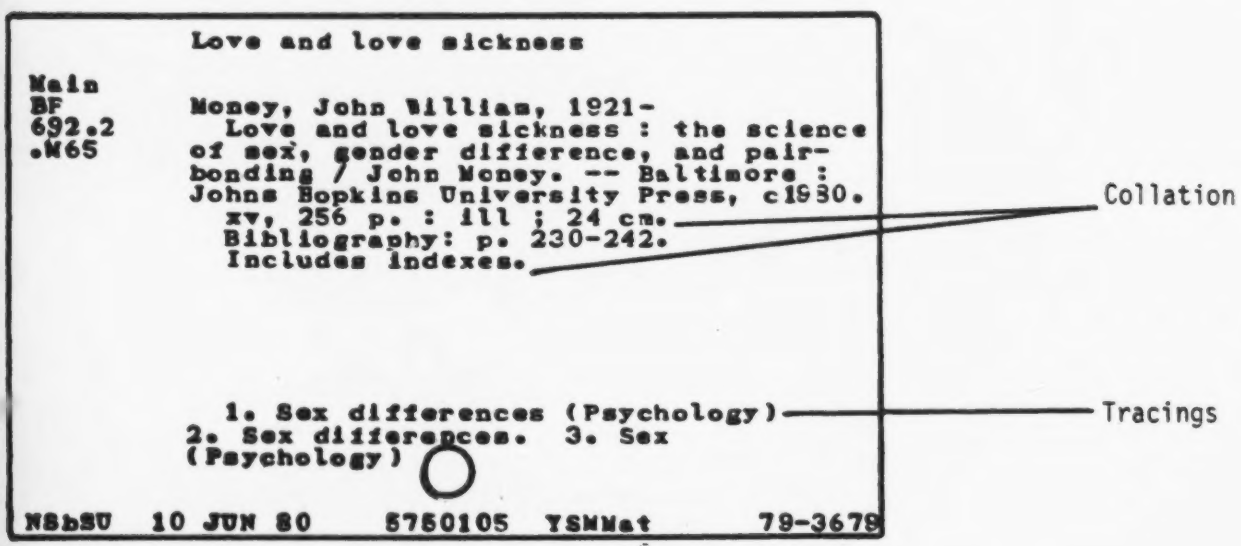
Any book may be listed in the Author-Title catalog in several ways, usually under the author's name (last name first), and the title. It may be listed also under the names of others who contributed significantly to the work (such as other authors, editors, compilers, illustrators, and photographers). Other important elements that appear on catalog cards are the Library of Congress call number, the imprint, the collation, and the tracings. The definitions of these terms

are given on the next page. The following illustrations show two different ways that one book may be listed in the Author-Title Catalog.

AUTHOR CARD


Author
Library of Congress Call Number
Title
Imprint
Main
BF
692.2
.N65
Money, John William, 1921-
Love and love sickness : the science of sex, gender difference, and pair-bonding / John Money. -- Baltimore : Johns Hopkins University Press, c1980.
xv, 256 p. : ill ; 24 cm.
Bibliography: p. 230-242.
Includes indexes.
1. Sex differences (Psychology) 2. Sex differences. 3. Sex (Psychology) I. Title
NSbSU 10 JUN 80 5750105 YSMMat 79-3679

TITLE CARD


Love and love sickness
Main
BF
692.2
.N65
Money, John William, 1921-
Love and love sickness : the science of sex, gender difference, and pair-bonding / John Money. -- Baltimore : Johns Hopkins University Press, c1980.
xv, 256 p. : ill ; 24 cm.
Bibliography: p. 230-242.
Includes indexes.
Collation
1. Sex differences (Psychology) 2. Sex differences. 3. Sex (Psychology)
Tracings
NSbSU 10 JUN 80 5750105 YSMMat 79-3679

Library of Congress call number: a number assigned to a book which indicates its "address" in this library. This system uses letters and numbers, with the first letter(s) designating the subject area that the book is classified under. Devised by the Library of Congress in Washington, D.C., it is the classification system chosen by most research libraries.

imprint: place of publication, name of publisher, and date.

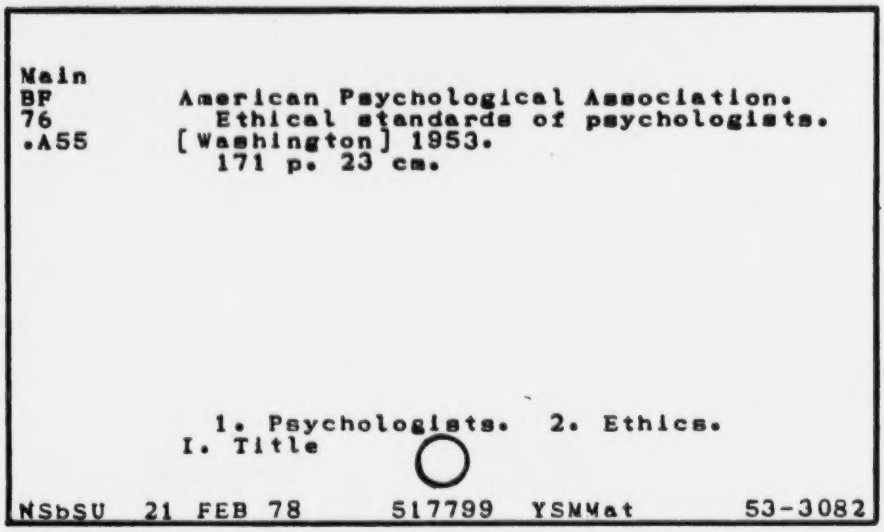
collation: descriptive notes which may indicate the number of pages (Roman numerals indicate the number of pages in the preface, and Arabic, the number in the main part of the book), size of the book in centimeters, presence of indexes and bibliographies.

tracings: numbered lines on the bottom of the card which indicate two things: the various subject headings under which the same book is listed in the Subject Catalog (Arabic numerals), and the additional entries under which it is listed in the Author-Title Catalog (Roman numerals).

Q. WHAT DO THE DIFFERENT PARTS OF A LIBRARY OF CONGRESS CALL NUMBER STAND FOR?

A. Under the Library of Congress system, the alphabet is divided into broad subject classifications. The first letter (or letters) of any call number indicates what the subject is. For example, books with call numbers beginning with "B" fall into the areas of philosophy and religion; "HQ" denotes materials concerned with the family, marriage, and women; and "N" indicates books in the broad area of fine arts. "NA" deals specifically with architecture, while "NB" covers sculpture. As the last example illustrates, each letter can be further refined into subtopics by the addition of a second letter. The result of this type of classification system is that books about similar subjects will be shelved together. This gives the opportunity to browse the shelves in a call number range and discover additional books related to your area of interest.

Besides letters, a call number includes numbers that further identify the book. Since each book has its own unique call number, the many different combinations of numbers and letters provide the variations of call numbers needed for the large collection in a library such as ours. An example of a call number assigned to a publication by the American Psychological Association is shown at the top of the next page. It illustrates a book produced by an organization. In library terminology this is called a "corporate author."



Main
BF
76
.A55

American Psychological Association.
Ethical standards of psychologists.
[Washington] 1953.
171 p. 23 cm.

1. Psychologists. 2. Ethics.
I. Title

NSbSU 21 FEB 78 517799 YSMMat 53-3082

Call Number: Main----indicates the book is shelved in book stacks in Main Library
BF------tells you the book is in the field of psychology
76------further identifies the subject
.A55----"A" is first letter of author's name, "55" further identifies the author

More About Call Numbers:

-Some call numbers include the books's date of publication on the last line of the call number as follows:

BF719
.F57
1984

Most call numbers do not include a date at the end, however. A call number with a date is usually given to a book which is a later edition of an earlier work. In any event, when a year appears at the end of a call number, consider it to be part of the entire call number. Don't disregard it.

-The word "Main" appears above many call numbers for materials that are shelved on the 2nd, 3rd, and 4th floors of the Main Library's books stacks. However, there are many books in the main stacks which do not have "Main" over their call numbers. This confusing set up reflects two different systems that the library has used over the years. How should this confusion be handled?

a) If a call number says "Main" at the top, it will be in the Main Library on the 2nd, 3rd, or 4th floor, depending on the rest of the call number.

b) If a call number is not marked "Main" and the call letters are for main library materials (e.g. "BF" for psychology, or "HM" for sociology), go to the main stacks as well. To determine which call numbers are shelved in the main library and which are elsewhere, see the library handout available at the reference desks entitled Locations of Library Materials on the Main Campus.

c) All materials shelved in the reference room will have the prefix "Ref" over their call numbers.

d) Materials shelved in the six science libraries, and the Music Library, have call numbers that are usually preceded by an appropriate prefix locator (e.g. BIO for biology or "CHEM" for chemistry). But, here again, some of these departmental library call numbers are presented without prefixes. In those cases, check your Locations of Library Materials handout.

-Sometimes call numbers for materials in our library are preceded by a small "x". An example is provided below.

Main
x
RC 1487
.G44

A book with this call number would be located in the main stacks on the third floor because the first letter of the call number is "R" (see Locations of Library Materials handout). The small "x" indicates that the book is oversize or extra-large which means that it must be located on shelving that can accommodate larger books. On each level of the Main Library stacks is an area where oversize materials are shelved. These oversize sections are located after all the shelving for regular size materials. Many oversize

art books, however, are shelved with regular size art books. (The Library of Congress classification letter for art is "N".)

Note also that there is no oversize area in the Reference Room even though many reference books are larger than usual and even though some of these books may have call numbers preceded by "x".

Q. IS THERE A SPECIAL SYSTEM FOR THE ARRANGEMENT OF THE CARDS IN THE AUTHOR-TITLE CATALOG?

A. Yes, they are filed alphabetically according to a set of rules established by the Library of Congress. Two of the most important filing rules follow:

1. Word-by-Word. Entries are filed in a word-by-word arrangement, with each word in the entry treated separately. In doing so, New Times precedes Newsday, because "new" comes before "news." The phrase "nothing comes before something" is a helpful way of remembering this rule.

2. Articles. When an article such as "the" or "a" is the first word of a title, it is not considered when the card is filed. Hence, The Gin Game would be filed under "Gin." However, articles within the entry are considered in the word-by-word arrangement.

CHAPTER TWO REVIEW QUESTIONS

Answers to questions are on page 15 to 16.

1. There are two different card catalogs in the Reference Room: the _____ and the _____.

2. If you wanted to know what books the library owns by a particular author, you would look in the _____ catalog under _____.

3. If you know the title of a book and you want to know if the library owns it, you would look in the _____catalog under _____.

4. True or False. In the Author-Title Catalog, author's names are filed alphabetically by last name. ____

5. True or False. The Author-Title Catalog is divided into two sections: first comes all the authors' names in alphabetical order, followed by all the titles. ____

6. True or False. A book which is a collection of essays should be filed in the Author-Title Catalog under the compiler or editor, as well as the title. ____

7. Use the example below to answer the questions at the top of the next page.

An exodus theology.

BX
8080
.B47
W513

Wingren, Gustaf, 1910-
An exodus theology; Einar Billing and the development of modern Swedish theology. Translated by Eric Wahlstrom. Philadelphia, Fortress Press ₁1969₁
viii, 181 p. port. 22 cm.

Translation of Einar Billing. En studie i svensk teologi före 1920.
Bibliography: p. 173-174.

1. Billing, Einar, Bp., 1871-1939. 2. Theology, Doctrinal-History-Sweden. I. Title.
BX8080.B47W513 230.4'1'0924
NOST 69-14616

69156150 A

a) True or False. This is the card you would find in the Author-Title Catalog if you were looking under the title. ____

b) The author of the book is _____.

c) The book's imprint is _____.

d) How many pages are in the preface of the book? _____

e) How tall is the book? ____

f) What was the original title of the book? _____

g) How many subject headings is this book listed under in the Subject Card Catalog? _____

h) In the tracings section of the card, what does "I.Title" mean? _____.

i) What is the book's complete call number? _____

8) Use the example below to answer the questions that follow.

Topakian, Gregory.

Main
HC
107
.M42
W674
1987

Doeringer, Peter B.
Invisible factors in local econ
development / Peter B. Doeringer,
David G. Terkla, Gregory Topakian
New York : Oxford University Press
1987.
vii, 144 p. : ill. ; 24 cm.

Bibliography: p. [129]-140.
Includes index.

MAIN AT C000410 — 880124 JH /SB — 880120 NSbSU A* 88-B821 87-13550

a) The imprint of the book is _____

b) The information given in the collation is _____

c) The full call number is _____

d) This book was co-authored by how many? _____

e) You would have found this card if you looked in the _____ catalog under _____.

f) Not including the preface, there are ____ pages in this book.

g) True or False. There are no tracings given on this card. _____

9. Using the example below, answer the following questions:
   a) The authors of this book are _____.
   b) the imprint is _____.
   c) The book has a bibliography on pages _____.
   d) Copies of this card would be filed in the Author-Title Catalog under the following elements:
      _____
      _____
      _____
   e) The subject heading for this book is:
      _____
   f) The full call number is _____
   g) Where would this book be found? _____

```
Music
ML          Grout, Donald Jay.
160           A history of western music / Donald
.G87        Jay Grout, with Claude V. Palisca. --
1980        3d ed. -- New York : Norton, c1980.
              xii, 849 p. : ill., music ; 24 cm.
              Bibliography: p. 761-799.
              Includes index.




              1. Music--History and criticism.
            I. Palisca, Claude V., joint author.
            II. Title

NSbSU  17 SEP 80    6087543  YSMMat      80-12224
```

10. True or False. One result of the Library of Congress Classification system is that books on related subjects are shelved in the same vicinity. _____

11. True or False. No two books in our library will have exactly the same call number. _____

12. In library jargon, an author that is an organization (such as an association, an institution, a company) is called a _____ author.

13. Sometimes, but not usually, a book's year of publication is the last part of its call number. True or False. _____

14. Cataloged materials in the Reference Room have their call numbers preceded by the prefix _____.

15. A small x in front of a call number means that a volume is _____.

16. True or False. There is an oversize area in the Reference Room. ____

17. Using the word-by-word filing rules, put the following terms in the correct order.

New York Times	_____
Newsday	_____
New Yorker	_____
New York Magazine	_____
Newark Star Herald	_____

18. The book entitled A History of Western Music would be filed alphabetically in the Author-Title Catalog under:
    a) A History of Western Music
    b) History of Western Music
    c) Western Music
    d) Music

19. The book entitled An Exodus Theology would be filed alphabetically in the Author-Title Catalog under:
    a) An Exodus Theology
    b) Exodus Theology
    c) Theology

20. True or False. A chart which contains call letters and their locations in our library system is available at the reference desks. _____

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Does the Library own a book entitled The Feudal Kingdom of England, 1042-1216? What is its full call number?

2. Does the Library own a book entitled Life Beyond the Earth? What is its full call number?

3. Does the Library own any books by Kenneth Baxter Ragsdale?

ANSWERS TO REVIEW QUESTIONS--CHAPTER 2, LBR 150.
(Relevant workbook pages are noted in parentheses.)

1. Author-Title Catalog and the Subject Catalog (p.5)
2. Author-Title Catalog; the author's last name. (p.5)
3. Author-Title; the title, dropping an article if it is the first word (e.g. the, a, an). (pages 5 and 10)
4. True (p.5)
5. False (p.5)
6. True (p.5)
7. a) True (pages 6-7)
   b) Gustaf Wingren (pages 6-7)
   c) Philadelphia, Fortress Press, 1969. (pages 6-7)
   d) 8 (pages 6-7)
   e) 22 centimeters (pages 6-7)
   f) Einar Billing. En Studie i Svensk Teologi fore 1920.
   g) 2 (pages 6-7)
   h) A copy of this card should appear in the Author-Title Catalog under the title, Exodus Theology, in addition to another copy appearing under the author's last name. (6-7)
   i) BX8080.B47 W513. (pages 6-7)
8. a) New York: Oxford University Press, 1987. (pages 6-7)
   b) vii, 144 p. : ill. ; 24 cm. (There are 7 pages in the book's preface, 144 pages in the main part of the book, the book contains illustrations of some kind, and it is 24 centimeters in height. (pages 6-7)
   c) Main HC107.M42 W674 1987. (pages 6-7)
   d) 3 people (p.5) When a book is written by one, two, or three authors, each one will have a card in the catalog with his/her name at the top of the card. Authors' names also appear on catalog cards right after the title. Books with more than three authors are filed in the catalog in various ways. Speak to your librarian for more info.
   e) Author-Title Catalog; Topakian's name (p. 5)
   f) 144 (pages 6-7)
   g) True (For a good number of books, tracings only appear on the card that has the first author's name at the top. Additional entry cards such as the one in our example will sometimes not include tracing information.)
9. a) Jay Grout and Claude V. Palisca (pages 5; see also explanation above in 8d.)
   b) New York: Norton, 1980. (pages 6-7)
   c) 761 to 799. (pages 6-7)
   d) Grout, Donald Jay (pages 6-7)
      Palisca, Claude V.
      History of Western Music
   e) Music--History and criticism (pages 6-7)
   f) Music ML160.G87 1980 (pages 6-7)
   g) In the Music Library (p. 9, paragraph d)

10. True (p. 7)
11. True (p. 7, last paragraph)
12. corporate (p. 7, last paragraph)
13. True (p. 8)
14. Ref (p. 9)
15. oversize (pages 9-10)
16. False (p. 10, paragraph 2)
17. New York Magazine (p. 10)
    New York Times
    New Yorker
    Newark Star Herald
    Newsday
18. b (p. 10)
19. b (p. 10)
20. True (p. 9, paragraph b)

CHAPTER THREE

HOW TO FIND BOOKS ON YOUR TOPIC USING THE SUBJECT CATALOG

After reading this chapter, you will be able to do the following:

- locate the Subject Catalog in the Reference Room
- use the Library of Congress List of Subject Headings to compile a list of subject headings for your topic
- effectively use the Subject Catalog to determine what books (and other materials) the library owns on your topic

INTRODUCTION

In Chapter Two we learned that there are two card catalogs in the Stony Brook Library: the Author-Title Catalog and the the Subject Catalog. The Subject Catalog will be discussed in this chapter. To begin with, the Subject Catalog lists, under a set of subject headings, the books, periodicals and other materials the library owns.

USING THE SUBJECT CATALOG

Q. WHERE IS THE SUBJECT CATALOG LOCATED?

A. In the Reference Room, right next to the Author-Title Catalog.

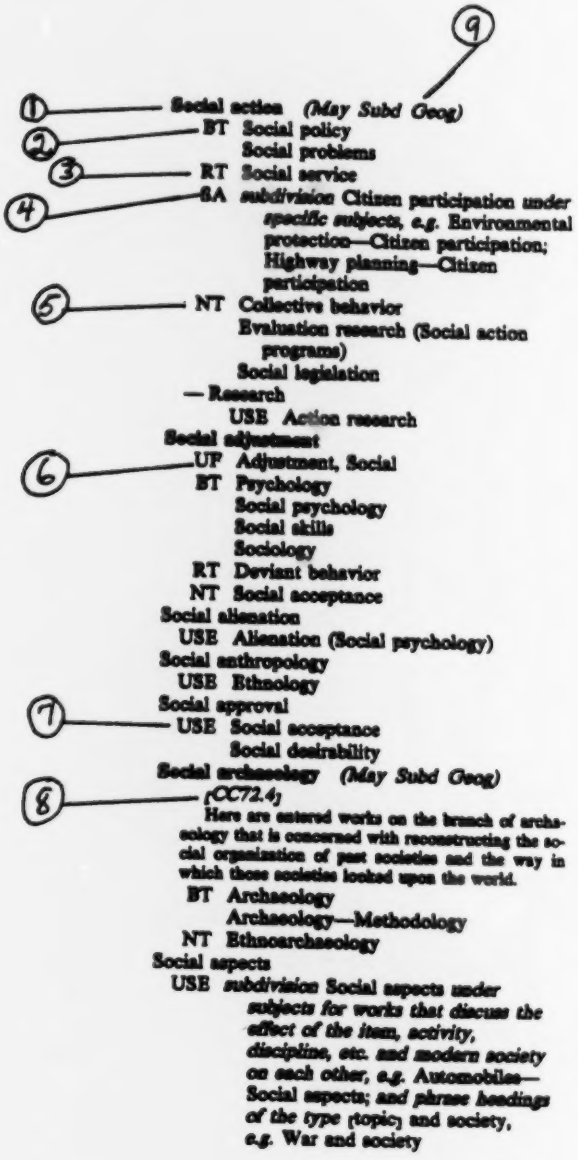
Q. HOW DOES ONE KNOW WHAT SUBJECT HEADINGS TO LOOK UNDER IN THE SUBJECT CATALOG?

A. There is a book called the Library of Congress List of Subject Headings which lists in alphabetical order the subject headings that are used in the Subject Catalog. This book (actually three big red volumes) rests on the Subject Catalog. There is another set behind the reference desks.

Q. HOW IS THE LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS USED?

A. Look at the example from the Library of Congress List of Subject Headings on the following page for the answer to this question. The major elements to focus on are underlined and explained.

LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS EXAMPLE


9
1
Social action (May Subd Geog)
2
BT Social policy
Social problems
3
RT Social service
4
SA subdivision Citizen participation under specific subjects, e.g. Environmental protection—Citizen participation; Highway planning—Citizen participation
5
NT Collective behavior
Evaluation research (Social action programs)
Social legislation
— Research
USE Action research
Social adjustment
6
UF Adjustment, Social
BT Psychology
Social psychology
Social skills
Sociology
RT Deviant behavior
NT Social acceptance
Social alienation
USE Alienation (Social psychology)
Social anthropology
USE Ethnology
Social approval
7
USE Social acceptance
Social desirability
Social archaeology (May Subd Geog)
8
[CC72.4]
Here are entered works on the branch of archaeology that is concerned with reconstructing the social organization of past societies and the way in which those societies looked upon the world.
BT Archaeology
Archaeology—Methodology
NT Ethnoarchaeology
Social aspects
USE subdivision Social aspects under subjects for works that discuss the effect of the item, activity, discipline, etc. and modern society on each other, e.g. Automobiles—Social aspects; and phrase headings of the type [topic] and society, e.g. War and society

For explanation of numbered items, SEE NEXT PAGE.

1. Headings in bold face (such as **Social action**)
These are terms which can be looked up in our Subject Catalog. We have many of these bold face headings in our catalog, but not all. Why not? Because if we have no books on a particular topic, the subject catalog will not include headings for the topic.

2. BT--stands for "Broader Terms." Headings next to and under BT are more general than the bold face heading under which they are listed. For example, under the bold face heading, **"Social action,"** the terms, **"Social policy,"** and **"Social problems,"** are terms which can be looked up in our Subject Catalog, and which have separate entries in LCSH.

3. RT--stands for "Related Terms." Headings next to and under RT refer to concepts associated with the concept represented by the bold face heading under which they are listed. For example, under the bold face heading, **"Social action,"** the term, **"Social service,"** is a related term which can be looked up in our Subject Catalog, and which has a separate entry in LCSH.

4. SA--stands for "See Also." It refers users of LCSH not to specific individual headings, but to an entire group of headings, frequently listing one or more headings as examples. For example, under the bold face heading, **"Social action,"** the SA note indicates that books related to the subject of social action can also be found by looking in the Subject Catalog under various specific headings which have the subdivision, **"Citizen participation,"** appended to them. For example, if you are interested in social action in the area of the environment, you could look up the heading, **"Environmental protection - Citizen participation,"** in our Subject Catalog.

5. NT--stands for "Narrower Terms." It refers to more specific headings than the bold face heading under which it appears. For example, under the bold face heading, **"Social action,"** the terms, **"Collective behavior,"** **"Evaluation research (Social action programs),"** and **"Social legislation,"** refer to concepts narrower in scope than **"Social action"** which may be looked up in our Subject Catalog, and for which separate entries appear in LCSH.

6. UF--stands for "Use For." Headings next to and under UF are not usable headings. For example, under the bold face heading **"Social adjustment,"** the term, "Adjustment, social" is not a heading that can be looked up in the Subject Catalog. The term, **"Social adjustment,"** is the correct term to look up to find books on this concept.

7. USE--refers users of LCSH from non-acceptable headings to acceptable ones which can be looked up in our Subject Catalog and which have separate entries in LCSH. For example, see the USE note under "Social aspects."

8. Call number area
This is the first part of a call number under which materials on that subject would generally be found in the library. Note that call numbers are not listed under all subject headings in LCSH.

9. (May Subd Geog)--means "may be subdivided geographically." For instance, Social action could be subdivided as follows:

Social action - Brooklyn

Social action - California

Social action - Great Britain

Q. IF A SUBJECT HEADING APPEARS IN THE LC LIST OF SUBJECT HEADINGS, WILL IT DEFINITELY APPEAR IN OUR CATALOG?

A. No. As already noted at the top of page 19, Headings in the LC List are potentially usable in the Subject Card Catalog, but if our library owns no books on a particular subject, the heading for that subject will not appear in the catalog.

Q. ONCE A LIST OF POTENTIALLY USABLE HEADINGS IS COMPILED FROM THE LIBRARY OF CONGRESS LISTING, WHAT IS THE NEXT STEP?

A. Go to the Subject Catalog, and check under those headings to see if they are included in the catalog drawers. If they are, they will be clearly typed at the top of guide cards. These cards stand out because they are slightly taller than regular catalog cards and are covered by protective plastic jackets. Look through the catalog cards filed behind these guide cards to find titles related to your topic.

Q. THERE ARE NO PROPER NOUNS LISTED IN THE EXAMPLE ON PAGE 18. ARE PROPER NOUNS, SUCH AS THE NAMES OF CITIES OR PERSONS, LISTED IN THE SUBJECT CATALOG?

A. Yes, they are, provided that the library owns a book on that person, city, etc. Most proper nouns do not appear in the Library of Congress listing because their inclusion would make the work even larger than it already is. So remember,

even though a proper noun is not listed in the LC list, it will appear in the subject catalog if we own books on that person, place, etc.

Q. CAN A PERSON GO DIRECTLY TO THE SUBJECT CATALOG AND LOOK UNDER SUBJECT HEADINGS FOR A TOPIC WITHOUT HAVING TO USE THE LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS?

A. Yes, especially in the case of proper nouns, as just noted. However, some materials on your topic may be listed in the Subject Catalog under headings that you might not think to consult on your own. Many people do use the Subject Catalog without checking the LC list but are probably not searching most effectively because they are not aware of all the possible subject headings for their topic.

SUBHEADINGS

The subject headings printed in the Library of Congress List of Subject Headings and used in our Subject Catalog can be made to express more specific concepts by adding subheadings to them. For example, the heading "Violence in television" can have the subheading "Law and legislation" appended to it. The entire heading for this subject would appear at the top of a subject catalog guide card as follows:

Violence in Television--Law and Legislation

In the LC list, examples of some possible subheading constructions are given (only some). They are preceded by a dash, under the headings with which they may be used (see following example).

Telephone lines
{TK6201-6285}
BT Electric lines
Electric wiring
Telecommunication lines
NT Electric conduits
— Construction
{TK6301-6397}
UF Telephone—Construction
— Earthquake effects
{TK6351}
BT Earthquakes
— Ice prevention
BT Ice prevention
— Lightning protection
BT Lightning protection
— Underground *(May Subd Geog)*
{TK6365}
UF Underground telephone lines
BT Telephone cables
Underground utility lines

Some subheadings can be attached to different subject headings, as is the case with the following terms: Dictionaries, History, Biography, Social Life and Customs, Economic Conditions, Criticism and Interpretation. These terms can be attached to subject headings as follows:

Spanish Language--Dictionaries
Russian Language--Dictionaries
Swahili Language--Dictionaries

Note how the subheading "Dictionaries" can be attached to the names of these languages (and any others).

France--History
United States--History
Suffolk County--History
California--History

The subheading "History" can be attached to place names.

Benjamin Franklin, 1706-1790--Biography
William Shakespeare, 1564-1616--Biography
Charlie Chaplin, 1889-1977--Biography

The subheading "Biography" can be attached to a person's name, after dates of birth and death.

Uganda--Social Life and Customs
Uganda--Economic Conditions
Great Britain--Social Life and Customs
Bulgaria--Economic Conditions
Brazil--Economic Conditions
New York City--Social Life and Customs
Brooklyn--Economic Conditions

The subheadings "Social Life and Customs" and "Economic Conditions" can be attached to place names.

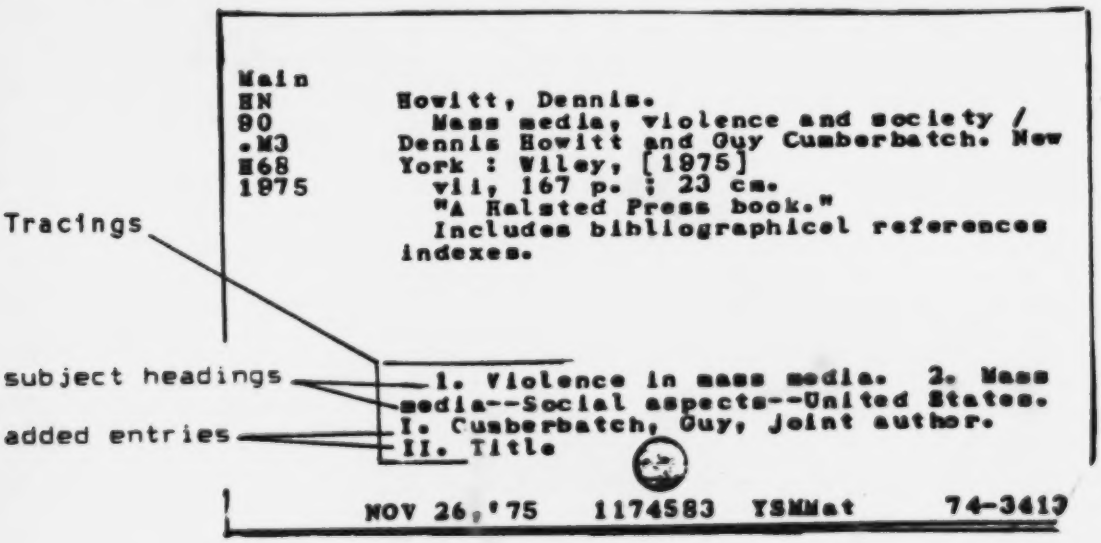
Hemingway, Ernest, 1899-1961--Criticism and Interpretation
Shakespeare, William, 1564-1616--Criticism and Interpretation
Woolf, Virginia, 1882-1941--Criticism and Interpretation

The subheading "Criticism and Interpretation" can be attached to an author's name.

There are in fact many of these "floating" subheadings that can be attached to subject headings. In this course, you do not need to memorize all the possible subheadings, nor do you have to be able to construct a complete subject heading from scratch. But you are expected to be able to go to the subject catalog and identify what subheadings are being used under specific subject headings. You are also responsible for understanding the concept of floating subheadings (e.g. if the catalog contains a subject heading "China--Statistics", it might also contain the heading "Portugal--Statistics". We say "might contain" because if the library has no books of statistics on Portugal, no subject heading for that topic will appear.)

TRACINGS

At the bottom of a typical catalog card (see example below), you will see a group of numbered entries. In library terminology these are called "tracings." Those preceded by an Arabic number are subject headings, and they represent the variety of headings that this book is listed under in the Subject Catalog.



The example card shown for Dennis Howitt's book is from the Author-Title Catalog. If this were a useful book for your research topic, you could use the subject tracings shown at the bottom to help you look up additional books in this library that fall within the range of your topic. To do this, you would go to the Subject Catalog and look under the headings "Violence in Mass Media" and "Mass Media--Social Aspects--United States." Under those headings you would find other books with information similar to that found in Howitt's book.

As mentioned in Chapter Two, tracings preceded by Roman numerals indicate the other headings under which the same book can be found in the Author-Title Catalog (i.e. joint author, translator, book title, series title, etc.). These tracings are called "added entries." In this chapter we are primarily concerned with the subject heading tracings.

CHAPTER THREE REVIEW QUESTIONS

Answers are on page 27.

1. The book that lists subject headings that can be looked up in our card catalog is entitled _____.

2. Use the example at the top of the following page to answer the following questions.

   a) Headings shown in the example that are potentially usable in our catalog are _____
   _____

   b) Headings in the example which are not usable are
   _____
   _____

   c) "May Subd Geog" means _____
   _____

   d) BT means _____

   e) UF means _____

   f) Under "Greek Americans" another potentially usable subject heading is "Greeks--United States". If you wanted to know if we own books about Greeks in Turkey, what subject heading could you try to look under?
   _____

Greek American women *(May Subd Geog)*
UF Women, Greek American
Greek American youth *(May Subd Geog)*
[E184.G7]
UF Youth, Greek American
BT Youth—United States
Greek Americans *(May Subd Geog)*
BT Ethnology—United States
Greeks—United States
Greek architecture
USE Architecture, Greek

g) True or False. "Greek Architecture" is a potentially usable heading in our Subject Catalog. _____
h) What is the Library of Congress call number area for Greek American youth? _____

3. What do the following abbreviations stand for?
RT _____
SA _____
NT _____

4. What do we mean when we say a subject heading is potentially usable in our subject catalog? _____
_____

5. George Bush's name does not appear in the Library of Congress List of Subject Headings. If you wanted books specifically about him, what is the most direct subject heading you could try to look under in our catalog? _____

6. Long Island Railroad does not appear in the LC List. What heading could you try to use in our catalog for books on that subject? _____

7. Using the examples on page 22 as a guide, construct the subject heading for Italian dictionaries.

8. Using the example on page 21 as a guide, construct the subject heading for the effect of earthquakes on telephone lines.

9. Using the same example, what is the subject heading for underground telephone lines on Long Island?

10. Using the page 22 examples, construct a subject heading for the history of Nebraska.

11. What would be the subject heading for a biography of Georgia O'Keefe who lived from 1887 to 1986.

_____

12. What would be the subject heading for economic conditions in Ecuador? (see p. 22) _____

13. Using the example on page 23, determine how many cards would be filed in the Author-Title Catalog for this book.

_____

14. How many cards would be filed in the Subject Catalog for this title? _____

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. What is the Library of Congress subject heading for the topic, "right turns on red lights."? What is the heading for the topic, "laws and legislation in California concerning right turns on red lights"? Do we include these subject headings in our Subject Catalog?

2. What is the Library of Congress subject heading for the topic, "Japanese drama"? Do we include that heading in our Subject Catalog?

3. What is the heading for the topic, "medical emergencies"? Do we include it in our catalog?

4. What is the Library of Congress subject heading for the topic, "administration of day care centers"? Do we have that heading in our Subject Catalog?

ANSWERS TO LBR 150 REVIEW QUESTIONS, CHAPTER 3.
(Relevant workbook pages are noted in parentheses.)

1. Library of Congress List of Subject Headings (p.17)
2. a) Greek American Women; Greek American Youth; Youth--United States; Greek Americans; Ethnology--United States; Greeks--United States; Architecture, Greek. (pages 18-20)

   b) Women, Greek American; Youth, Greek American; Greek Architecture. (pages 18-20)

   c) heading may be subdivided geographically (e.g. Greek American youth--Brooklyn.) (p.20, #9)

   d) Broader term which is potentially usable (pages 18-19)

   e) Used For. Not a usable heading. (e.g. "Greek American youth" is the heading used for "Youth, Greek American." (p.18; p.19, #6)

   f) Greeks--Turkey (p.20, #9)

   g) False (p.20, #7)

   h) E184.G7 (p.20, #8)

3. RT= Related term, potentially usable in our subject catalog.
   SA= See also the following potentially usable heading in our catalog.
   NT= Narrower term, potentially usable in the Subject Catalog. (p.19, #'s 3,4, &5)
4. The term is approved by the Library of Congress but will appear in our Subject Catalog only if we own at least one book on that subject. (p.19, #1; p.20, middle)
5. Bush, George (p.20, bottom - p. 21)
6. Long Island Railroad (p.20, bottom - p. 21)
7. Italian language--Dictionaries (p.22)
8. Telephone lines--Earthquake effects (p.21)
9. Telephone lines--Underground--Long Island (p.21; p.20, #9)
10. Nebraska--History (p.22)
11. O'Keefe, Georgia, 1887-1986--Biography (p.22)
12. Ecuador--Economic Conditions (p.22)
13. 3 (pages 23-24; pages 6-7)
14. 2 (pages 23-24; pages 6-7)

CHAPTER FOUR

USING ENCYCLOPEDIAS

After reading this chapter you will be able to do the following:

- understand the difference between a general encyclopedia and a specialized encyclopedia
- use bibliographies at the end of encyclopedia articles to find additional sources of information
- recognize the difference between the citations for books and those for journal articles that are included in these bibliographies.

INTRODUCTION

Encyclopedias are publications, usually multivolumed, that summarize the body of human knowledge. They are arranged alphabetically by subject, and the articles within are written and compiled by a staff of editors, consultants, and contributors who are authorities in their particular fields. Most general encyclopedias are revised regularly in order to keep pace with new developments. In addition to general encylopedias, there exist a number of specialized encyclopedias that are devoted to coverage of particular fields within the sciences, social sciences, and the arts. Both general and specialized encyclopedias often include bibliographies at the end of many of the articles. These bibliographies provide the user with potential sources of further information.

An encyclopedia can be an excellent source of background information on a topic, especially one for which you need introductory material. Encyclopedias can help you to define your topic more precisely and thereby organize your search strategy for other more current or in-depth materials.

Q. WHERE ARE THE ENCYCLOPEDIAS LOCATED IN THE REFERENCE ROOM?

A. General multivolume encyclopedias are located in the general encyclopedia section, which is behind the spiral staircase along the north side of the Reference Room. Specialized encyclopedias, however, are shelved according to their individual call numbers on the regular reference shelves. Following is a list of encyclopedias, both general and specialized, which are in the Reference Room.

GENERAL ENCYCLOPEDIAS

The New Encyclopaedia Britannica	General Encyclopedia Section
Chamber's Encyclopaedia	General Encyclopedia Section
Encyclopedia Americana	General Encyclopedia Section
World Book Encyclopedia	General Encyclopedia Section
Academic American Ecyclopedia	General Encyclopedia Section
Collier's Encyclopedia	General Encyclopedia Section

SPECIALIZED ENCYCLOPEDIAS IN THE SOCIAL SCIENCES

International Encyclopedia of the Social Sciences	Ref H40.A2 I5
International Encyclopedia of Psychiatry, Psychology, Psychoanalysis, and Neurology	Ref BF31.I57
Dictionary of American History	Ref E174.A43
Encyclopedia of American Economic History	Ref HC103.E52
Encyclopedia of Education	Ref LB15.E46
Encyclopedia of the Third World	Ref HC59.7.K87 1982
Encyclopedia of Social Work	Ref HV35.S6
International Encyclopedia of Statistics	Ref HA17.I63
Harvard Encyclopedia of American Ethnic Groups	Ref E184.A1 H35

SPECIALIZED ENCYCLOPEDIAS IN THE HUMANITIES

Encyclopedia of Philosophy	Ref B41.E5
Encyclopedia of Religion	Ref BL31.E46 1987
Encyclopedia of World Literature in the 20th Century	Ref PN771.E5
Grove's Dictionary of Music and Musicians	Ref ML100.G885
Encyclopedia of World Art	Ref N31.E533

SPECIALIZED ENCYCLOPEDIAS IN THE SCIENCES

Encyclopedia of Bioethics	Ref QH332.E52
McGraw-Hill Encyclopedia of Science and Technology	Ref Q121.M3
Van Nostrand's Scientific Encyclopedia	Ref Q121.V3 1982

Q. HOW DOES A SPECIALIZED ENCYCLOPEDIA DIFFER FROM A GENERAL ENCYCLOPEDIA?

A. Specialized encyclopedias are concerned with a particular area of interest (such as philosophy or economics) and therefore will provide information on specific aspects of that area. Articles in specialized encyclopedias tend to be more technical and scholarly. They are written for specialists or students in a field of study. Bibliographies at the end of articles in specialized encyclopedias cite writings which are usually more scholarly than writings cited in general encyclopedias.

Q. HOW ARE ENCYCLOPEDIAS ARRANGED?

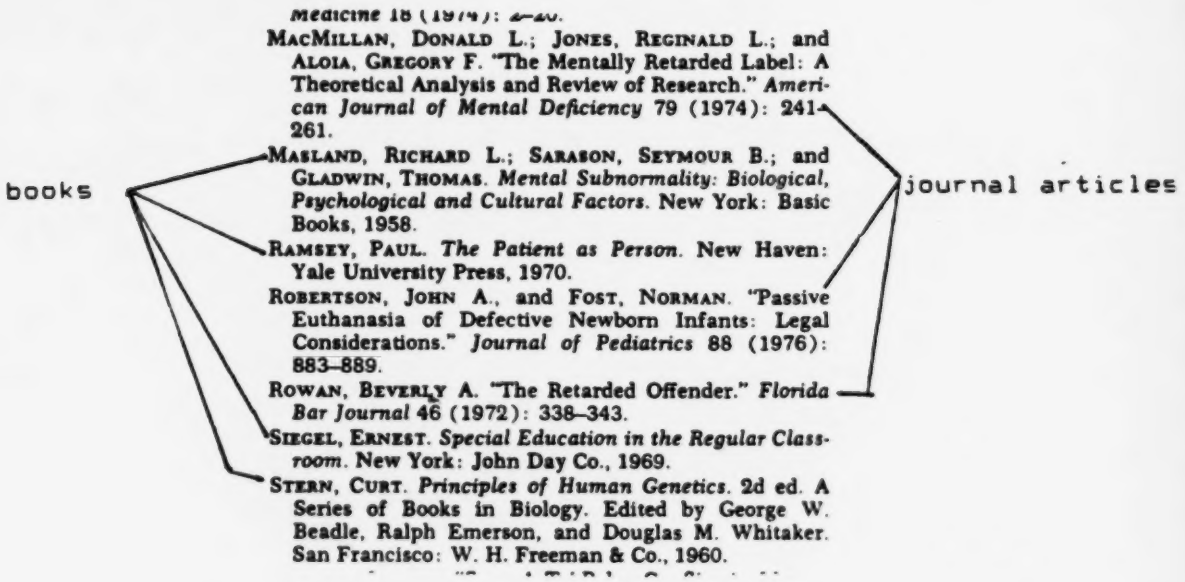
A. Nearly all encyclopedias are alphabetically arranged, and include <u>see</u> and <u>see also</u> references which direct readers to relevant articles. In addition, most multivolume encyclopedias include a separate index; the index often comprises an entire volume of the encyclopedia.

Q. ARE THE SUBJECT HEADINGS THAT APPEAR IN ENCYCLOPEDIAS CONSISTENT WITH ONE ANOTHER?

A. No. Because the publishers of encyclopedias vary, uniform subject headings do not exist. For example, information on parapsychology may be located under such headings as "psychical research," or "parapsychological phenomena, theories," depending on which encyclopedia you consult. Because of this inconsistency, you will have to determine the appropriate subject heading as you use the source.

Q. HOW ARE BIBLIOGRAPHIES IN ENCYCLOPEDIAS USEFUL?

A. The bibliographies at the end of encyclopedia articles can direct you to more exhaustive works on your subject. The writings cited are considered by the author to be among the most important ones on the topic. Following is an example of a bibliography that is appended to an article in the Encyclopedia of Bioethics.



Medicine 18 (1974): 2–20.

MACMILLAN, DONALD L.; JONES, REGINALD L.; and ALOIA, GREGORY F. "The Mentally Retarded Label: A Theoretical Analysis and Review of Research." *American Journal of Mental Deficiency* 79 (1974): 241–261.

MASLAND, RICHARD L.; SARASON, SEYMOUR B.; and GLADWIN, THOMAS. *Mental Subnormality: Biological, Psychological and Cultural Factors*. New York: Basic Books, 1958.

RAMSEY, PAUL. *The Patient as Person*. New Haven: Yale University Press, 1970.

ROBERTSON, JOHN A., and FOST, NORMAN. "Passive Euthanasia of Defective Newborn Infants: Legal Considerations." *Journal of Pediatrics* 88 (1976): 883–889.

ROWAN, BEVERLY A. "The Retarded Offender." *Florida Bar Journal* 46 (1972): 338–343.

SIEGEL, ERNEST. *Special Education in the Regular Classroom*. New York: John Day Co., 1969.

STERN, CURT. *Principles of Human Genetics*. 2d ed. A Series of Books in Biology. Edited by George W. Beadle, Ralph Emerson, and Douglas M. Whitaker. San Francisco: W. H. Freeman & Co., 1960.

Usually, citations for books will include the name of the author, the book title, the place of publication, and the year in which the book was published. A journal article is cited quite differently. The author's name is followed by the title of the article (usually in quotation marks), which is then followed by the name of the journal, the volume number, the year of publication, and the page numbers of the article. It is rare to see a place of publication or the name of a publisher given in a journal citation.

CHAPTER FOUR REVIEW QUESTIONS

Answers are on page 34.

1. Articles in encyclopedias are written by experts in their fields. True or False

2. Many encyclopedia articles end with bibliographies containing listings of additional relevant works. True or False

3. There is a separate section in the Reference Room for general encyclopedias. True or False

4. There is a separate section, as well, for specialized encyclopedias. True or False

5. Specialized encyclopedias are written by specialists for other specialists and students, and are therefore at a more "advanced" level than are general encyclopedias. True or False

6. Encyclopedias tend to all use the same set of subject headings in their indexes. True or False

7. Bibliographies at the end of encyclopedia articles can lead you to other writings on your research. True or False

8. Using the examples below, identify all the citations that are journal articles. _____
_____
_____

EDEN, WILLIAM. *Principles of Penal Law*. London: White, 1771.

FARRAR, JOHN J. *Law Reform and the Law Commission*. London: Sweet & Maxwell, 1974.

FRIEDLAND, M. L. "R. S. Wright's Model Criminal Code." *Oxford Journal of Legal Studies* 1 (1981): 307–346.

GARDINER, GERALD, and CURTIS-RALEIGH, NIGEL. "The Judicial Attitude to Penal Reform." *Law Quarterly Review* 65 (1949): 196–219.

GLAZEBROOK, P. R., ed. *Reshaping the Criminal Law: Essays in Honour of Glanville Williams*. London: Stevens, 1978. The essays by Cross, Hodgson, and Spencer are especially relevant.

HALE, MATTHEW. *The History of the Pleas of the Crown* (1685; first publication, 1736). 2 vols. Edited by W. A. Stokes and E. Ingersoll. Philadelphia: Small, 1847.

HAWKINS, WILLIAM. *Pleas of the Crown* (1716–1721). 8th ed. Edited by J. Curwood. London: Butterworth, 1824.

ILBERT, C. P. *Legislative Methods and Forms*. Oxford: Oxford University Press, Clarendon Press, 1901.

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Using one of the encyclopedias listed on page 30 of your workbook, find a general encyclopedia article on the industrial revolution.

2. Using one of the specialized encyclopedias on page 30 of your workbook, find an article on the education of mentally handicapped children.

3. Using an encyclopedia bibliography on the artist, Picasso, find two cited works that this library owns.

4. Find an article on Picasso in a general encyclopedia and a specialized one.

5. Using an encyclopedia bibliography, differentiate between the books and articles that are cited.

ANSWERS TO REVIEW QUESTIONS--CHAPTER 4, LBR 150.

(Relevant workbook pages are noted in parentheses.)

1. True (p.29, Introduction)
2. True (p.29, Introduction; p.32)
3. True (p.29, bottom)
4. False (p.29, bottom)
5. True (p.31, top)
6. False (p.31, bottom)
7. True (pp.29 and 32)
8. Journal articles appearing in the examples were written by Friedland; Gardiner; Mangold; Mann, G.V.; Mann, J.H. & Mann C.H.; Mann, R.D. ((p.32)

CHAPTER FIVE

SUBJECT BIBLIOGRAPHIES

After reading this chapter, you will know:

- what a subject bibliography is and how to use it in your research
- how to find subject bibliographies in the Reference Room.

Q. WHAT IS A SUBJECT BIBLIOGRAPHY?

A. A subject bibliography is a book that lists writings on a specific topic. These listed writings can be books, journals and newspaper articles, and other sources of information. Many subject bibliographies will include brief annotations (summaries) of the writings that are listed.

An example of a subject bibliography located in the Reference Room is Spouse Abuse: An Annotated Bibliography of Violence Between Mates (Ref HV6626.E53 1986), by Eugene A. Engeldinger. This 317-page book lists and annotates 1,783 writings which deal with various aspects of wife and husband abuse. An excerpt from this bibliography appears on the next page.

Q. HOW DO YOU USE A SUBJECT BIBLIOGRAPHY?

A. As with most subject bibliographies, the references in Engeldinger's work are sequentially numbered. The excerpt on the next page shows the references appearing on page 277 of the bibliography.

From Engeldinger's Spouse Abuse: An Annotated Bibliography....., 1986, p. 277

Entry number

Reference begins

1658 Waites, Elizabeth A. "Female Masochism and the Enforced Restriction of Choice." Victimology: An International Journal 2, nos. 3-4 (1977-78): 535-44.

Journal article

Annotation begins

Waites, Certified Consulting Psychologist, Ann Arbor, Michigan, challenges the theory of female masochism. Widely accepted by psychologists, it has no scientific basis. Sometimes some psychologists point to wife abuse as an example of masochistic interaction, but if the situation were studied properly, it would be found that abused wives stay with their husbands because they believe they have no real choices, not because they like the pain.

1659 Walker, Lenore E. "Battered Women." In Women and Psychotherapy. Eds. Annette M. Brodsky and Rachel T. Hare-Mustin. New York: Guilford Press, 1980, pp. 339-63.

Chapter in a book

Various theories of spouse abuse are reviewed with her cycle theory of battering and learned helplessness also being described. Treatment recommendations, such as individual psychotherapy, group therapy, and couples counseling are analyzed with the final conclusion being that psychotherapy results are inconclusive. Paraprofessional counseling and the crisis-intervention models of shelters have shown some success. Little is known of the results of counseling abusers and children. In the future, treatment plans will be more widely available.

1660 Walker, Lenore E. The Battered Women. New York: Harper and Row, 1979. 270 p.

A book

This monograph is one of the better overall treatments of the problem and has a psychological orientation. The author's theories of learned helplessness, the cycle of violence and other perceptions are detailed and developed at length.

1661 Walker, Lenore E. "Battered Women and Learned Helplessness." Victimology: An International Journal 1, nos. 3-4 (1977-78): 525-34. Also in Research into Violent Behavior: Domestic Violence. U.S. Congress. House. Committee on Science and Technology. Hearings. 95th Cong. 2nd Sess. February 14, 15, 16, 1978. Washington, D.C.: Government Printing Office, 1978, pp. 781-97.

A journal article. Also appears as a government document

Walker describes the concept of learned helplessness and applies it to the battered wives' perceptions of their circumstances. This theory explains why women stay in their marriages to the author's satisfaction much better than Freudian female masochism. Her interviews with over 100 English and American women confirm the notion. Learned helplessness combines with social, legal and other psychological factors to keep her from leaving the abuser. It also helps to explain the difficulties various counselors have had treating and advising the victim. Recognizing the problems will help with the treatment.

1662 Walker, Lenore E. "Battered Women: Hypothesis and Theory Building." Paper presented at the annual meeting of the American Psychological Association, Washington, D.C., 1976.

Conference paper

If you are interested in a specific aspect of spouse abuse, you will probably not want to browse through the entire bibliography looking for just those items that may be relevant to your research. Fortunately, most subject bibliographies have a subject index, usually located at the end of the book, which can be used to locate writings on your specific research questions. An excerpt from the subject index of Engeldinger's book appears below.

1714, 1715, 1732, 1769
Children, physical punishment of 960
Children in spouse-abuse shelters 778, 779, 780, 781, 831, 977, 1052, 1269
Children of abused, therapy for 22, 121
Children's books, violence in 776
Chinese-Canadians 964
Chiswick Women's Aid 80, 180, 194, 369, 537, 590, 689, 713, 723, 1074, 1263, 1265, 1268, 1269, 1435, 1575, 1602
Christianity 751, 1108, 1168, 1229, 1348, 1365, 1616
Citizen assistance to police 1169
Citizen Dispute Settlement Center 334, 335
Citizen Victim Complaint Unit 1407
Citizens Complaint Center 500
Community dispute [illegible] centers 334, 335
Community services 314, 330, 348, 370, 682, 734, 737, 876, 896, 906, 993, 1067, 1106, 1120, 1121, 1213, 1227, 1254, 1258, 1434, 1756, 1757
Compulsive masculinity 198, 1601
Conciliation courts 468, 1223
Conflict Tactics Scales 1533, 1534, 1536, 1574
Conjoint therapy 120, 506, 598, 600, 601, 1030, 1420
Connecticut 842
Constructive aggression 43
Coping responses of victims 647, 809, 1253, 1279
Counselling abusers 99, 572, 573, 574, 575, 578, 579, 580, 600, 605, 637, 1049, 1166, 1277, 1470, 1668, 1675, 1679, 1701, 1716
Counselling victims 48, 285, 289, 525, 530, 600, 624, [illegible] 720, 739, 740, 752.

The numbers which follow the entries in the subject index refer to the numbered items in the main section of the bibliography. For example, item numbers 22 and 121 in the bibliography have information about children of abused parents and therapy for them. You can look up the references and annotations of these writings in the main section of the book and, if they seem to be related to your topic, you can consult the appropriate catalogs to see if they are owned by the library (i.e. check the Author-Title Catalog for books, and the Stony Brook Serials Holdings List for journals).

Q. WHAT ARE THE ADVANTAGES OF SUBJECT BIBLIOGRAPHIES?

A. A subject bibliography can be a very handy source because it lists numerous writings on a given topic written over several years, all in one book. This is in contrast to other reference sources, such as periodical indexes (to be discussed in the next chapter), which require looking through a number of volumes under a particular subject heading.

Another advantage is that many subject bibliographies provide annotations which can be quite helpful in identifying the most relevant writings in a researcher's area of interest.

Still another is that many book-length subject bibliographies give good subject access to topics, providing their subject indexes are well done and comprised of terms that are specific and have clear meanings.

One possible drawback of subject bibliographies is that they can become outdated. You should always be aware of the publication date of any subject bibliograpy you use, and the time period it covers (this is usually stated in the title or the introduction to the bibliography). That way, you will know how current the information is, and whether you need to find references to more recently published material on your topic to supplement and update the information you get from the subject bibliography. For example, Eugene Engeldinger's bibliography was published in 1986. Therefore, to find references to research about spouse abuse published since 1986, you would have to use more current sources such as periodical indexes which are published at regular intervals. Again, periodical indexes will be covered in the following chapter.

Q. HOW DO YOU FIND SUBJECT BIBLIOGRAPHIES ON YOUR TOPIC?

A. There are several ways to find subject bibliographies on the topic you are researching. One of these is to browse through the section in the reference stacks where reference books related to your topic are shelved. If you do not know where this section is, ask a reference librarian to show you.

Another way to find book-length bibliographies is to use the Subject Catalog. Look up the appropriate heading or headings for your topic (you may need the Library of Congress List of Subject Headings to do this) with the subject heading "Bibliography" added to it. The Engeldinger book, for example, would appear in the Subject Catalog under the following heading:

WIFE ABUSE--BIBLIOGRAPHY

A third way to find subject bibliographies on a topic, including bibliographies which are not entire books, is to use the Bibliographic Index (Reference Room, Index Shelf 12).

This index provides references to bibliographies which have fifty or more entries in them, and which appear in any of approximately 2,400 periodicals, as well as in books or pamphlets. Using Bibliographic Index, look up the subject heading for your topic and note down the references under that heading which appear most relevant to you. To determine if the library owns any of the cited bibliographies, references to books or pamphlets should be looked up in the Author-Title Catalog; references to journal articles should be looked up in the Stony Brook Serials Holdings List. Below is an excerpt from the 1987 volume of Bibliographic Index showing the entries listed under "Spouse Abuse." Notice that the first entry is a reference to Engeldinger's book; the second entry is a reference to a bibliography that appears at the end of a journal article.

Wife abuse
See also
Abused wives
Engeldinger, Eugene A. Spouse abuse; an annotated bibliography of violence between mates. Scarecrow Press 1986 317p
Straus, M. A. and Gelles, R. J. Societal change and change in family violence from 1975 to 1985 as revealed by two national surveys. *J Marriage Fam* 48:477-9 Ag '86
Wife battering *See* Wife abuse
Wife beating *See* Wife abuse
Wild animal collecting
See also

SUMMARY

A subject bibliography lists, in one volume, many sources of information for a specific topic. These sources may be books, journal articles, newspaper articles, etc. Two major advantages of subject bibliographies are:

1. they list many works for a number of years in one volume as opposed to other kinds of indexes which require looking through many volumes.

2. they often contain summaries or annotations of the works listed.

Three ways to locate subject bibliographies are:

1. browse the section in the Reference Room where reference books related to your topic are shelved.

2. look in the Subject Catalog under your topic with the subheading "bibliography" added to it (e.g., "Spouse Abuse--Bibliography").

3. use the reference source, Bibliographic Index, to identify subject bibliographies on your topic and then check the card catalog or Serials Holdings List to determine if the library owns them.

CHAPTER FIVE REVIEW QUESTIONS

Answers to questions are on page 41.

1. Subject bibliographies list writings on a subject area.
   True or False

2. Subject bibliographies are usually one physical book.
   True or False

3. Items in a subject bibliography are usually numbered sequentially. True or False

4. Subject bibliographies do not list newspaper articles.
   True or False

5. Many subject bibliographies include a subject index.
   True or False

6. An annotation is a summary. True or False

7. Many subject bibliographies provide annotations for each item listed. True or False

8. One disadvantage of subject bibliographies is that they are usually only one book in length. True or False

9. Subject bibliographies are especially good at identifying items written during the current year. True or False

10. One disadvantage of subject bibliographies is that they can become outdated. True or False

11. Periodical indexes are a type of reference source that can be used to find recent writings on a topic.
    True or False

12. There are several ways to find subject bibliographies on your own. Browsing by call number is not one of them.
    True or False

13. "Baseball" is a Library of Congress subject heading. To find a subject bibliography on baseball, you could look in the subject catalog under the heading, "Baseball -- Bibliography."
True or False

14. Subject bibliographies are listed in a reference source entitled, Biography Index. True or False

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. On your own, find a subject bibliography in the reference room which lists writings on the topic "creativity."

2. Using that bibliography, locate a listing that deals specifically with creativity in music.

3. Find a bibliography that deals with an American ethnic group of your choice. Is the bibliography annotated?

4. Using a subject bibliography, find a listing for a book. Find a listing for a chapter in a book. Find a listing for a journal article.

5. Using a recent volume of Bibliographic Index, find a listing for a subject bibliography on social medicine. Can you interpret the information given in the citation?

ANSWERS TO REVIEW QUESTIONS--CHAPTER 5, LBR 150.

(Relevant workbook pages appear in parentheses.)

1. True (p.35)
2. True (Never really explicitly stated in chapter, but true.)
3. True (p.35, last paragraph)
4. False (p.35, middle)
5. True (p.37, top)
6. True (pp. 35 and 36)
7. True (p.35, middle; p.38, top)
8. False (p.37, bottom)
9. False (p.38, paragraph 3)
10. True (p.38, par. 3)
11. True (p.38, par. 3)
12. False (p.38, par. 4)
13. True (p.38, par. 5)
14. False; the source is entitled Bibliographic Index. (p.38, bottom, to p.39)

CHAPTER SIX

PERIODICAL INDEXES AND ABSTRACTING SOURCES

After completing this chapter you will be able to:

- use a periodical index to find an article on a topic
- differentiate between a periodical index and an abstracting source
- use an abstracting source to find books and articles on a topic
- use the Stony Brook Serials Holdings List to find periodical articles in our library system

I. USING PERIODICAL INDEXES

Q. WHAT IS A PERIODICAL INDEX?

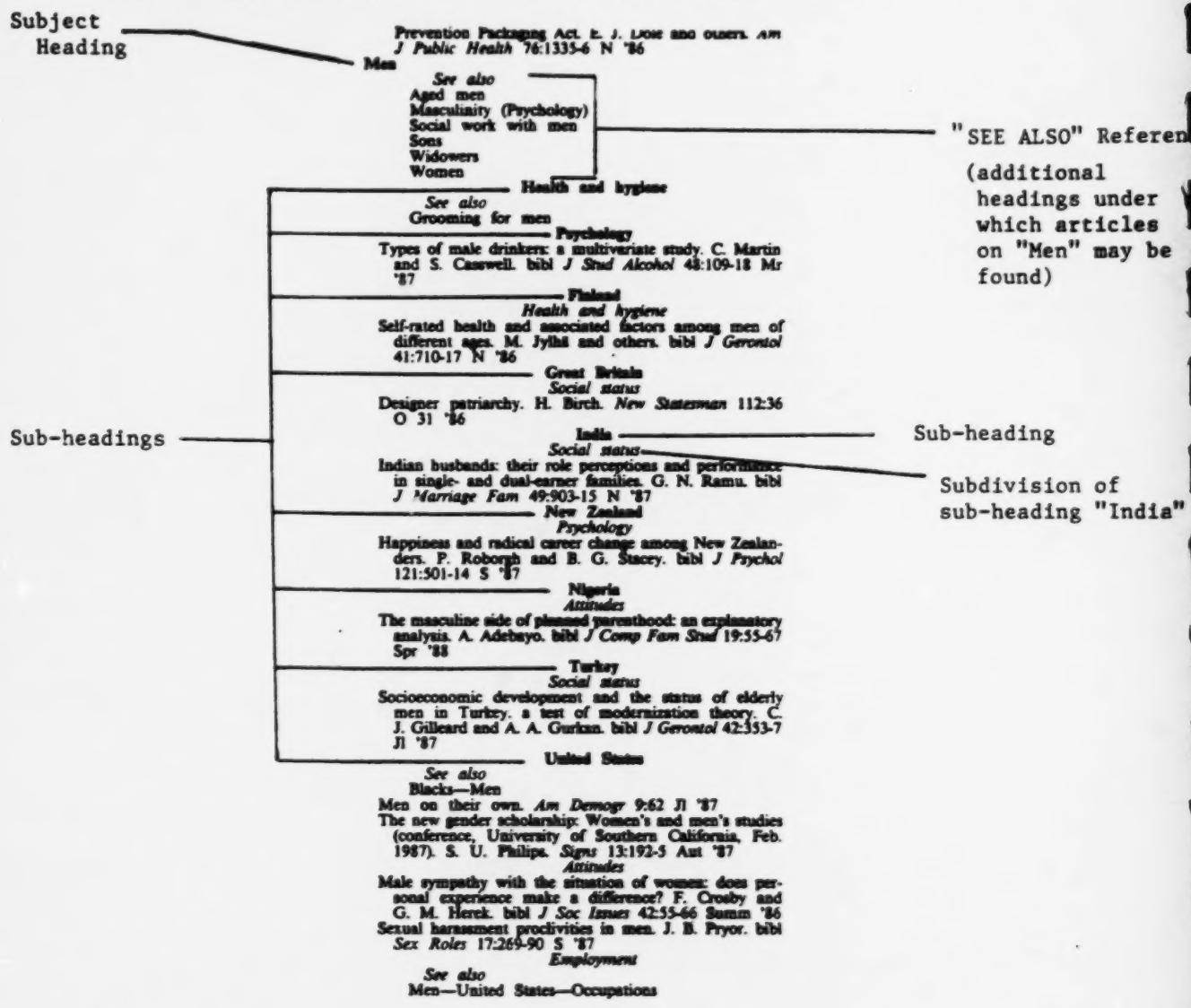
A. A periodical index is an alphabetical list of names and topics that refer to specific articles in periodicals (journals and magazines). Most are multivolume sets, with each volume covering a particular time period, usually one year. Some, like Reader's Guide to Periodical Literature, index popular periodicals such as Time, Psychology Today, and Newsweek. Others index more specialized or scholarly periodicals. Education Index, for instance, indexes periodicals which publish articles on educational topics.

Some users wonder why it is necessary to use periodical indexes. Why not just use the card catalog or skim through periodicals until you find an article on your topic? We suggest the use of periodical indexes for two reasons: first, the card catalogs do not include listings of individual articles; second, while it is possible to skim through many issues of a periodical and find articles on your topic, it is much more efficient to use a periodical index which directs you to a large number of articles on that topic.

This chapter describes the format in which information is presented in a periodical index. Although these indexes vary, some of the most important use a similar format.

Q. HOW DO YOU USE A PERIODICAL INDEX?

A. The following example illustrates the use of a periodical index with an excerpt from the Social Sciences Index. This important index provides references to articles in over 200 periodicals in the fields of psychology, sociology, anthropology, political science, economics, and related social sciences. The illustration shows what you would find if you looked up the topic, "Men," in this index.


Subject Heading
Prevention Packaging Act. E. J. Lisse and others. Am J Public Health 76:1335-6 N '86
Men
See also
Aged men
Masculinity (Psychology)
Social work with men
Sons
Widowers
Women
"SEE ALSO" Referen
(additional headings under which articles on "Men" may be found)
Health and hygiene
See also
Grooming for men
Psychology
Types of male drinkers: a multivariate study. C. Martin and S. Caswell. bibl J Stud Alcohol 48:109-18 Mr '87
Finland
Health and hygiene
Self-rated health and associated factors among men of different ages. M. Jylhä and others. bibl J Gerontol 41:710-17 N '86
Great Britain
Social status
Designer patriarchy. H. Birch. New Statesman 112:36 O 31 '86
Sub-headings
India
Sub-heading
Social status
Indian husbands: their role perceptions and performance in single- and dual-earner families. G. N. Ramu. bibl J Marriage Fam 49:903-15 N '87
Subdivision of sub-heading "India"
New Zealand
Psychology
Happiness and radical career change among New Zealanders. P. Roborgh and B. G. Stacey. bibl J Psychol 121:501-14 S '87
Nigeria
Attitudes
The masculine side of planned parenthood: an explanatory analysis. A. Adebayo. bibl J Comp Fam Stud 19:55-67 Spr '88
Turkey
Social status
Socioeconomic development and the status of elderly men in Turkey, a test of modernization theory. C. J. Gilleard and A. A. Gurkan. bibl J Gerontol 42:353-7 Jl '87
United States
See also
Blacks—Men
Men on their own. Am Demogr 9:62 Jl '87
The new gender scholarship: Women's and men's studies (conference, University of Southern California, Feb. 1987). S. U. Philips. Signs 13:192-5 Aut '87
Attitudes
Male sympathy with the situation of women: does personal experience make a difference? F. Crosby and G. M. Herek. bibl J Soc Issues 42:55-66 Summ '86
Sexual harassment proclivities in men. J. B. Pryor. bibl Sex Roles 17:269-90 S '87
Employment
See also
Men—United States—Occupations

Excerpt from Social Sciences Index, April 1987-March 1988, p. 1010

BIBLIOGRAPHIC CITATION

A reference which provides enough information to enable the user to identify and locate an article is called a bibliographic citation. One of the bibliographic citations listed on the opposite page is:

> **Self-rated health and associated factors among men of different ages. M. Jylha and others. bibl J Gerontol 41:710-17 N '86**

This citation may be broken down into the following elements:

TITLE OF THE ARTICLE: Self-rated health and associated factors among men of different ages.
AUTHORS: M. Jylha and others.
SPECIAL FEATURES: bibl (This indicates that a bibliography is included in the article.)
TITLE OF THE PERIODICAL IN ABBREVIATED FORM: J Gerontol (A list in the front of the index gives the full title of the periodical. You will need the full title to locate the periodical in the library).
VOLUME NUMBER: 41
PAGE NUMBERS OF THE ARTICLE: 710-17 (pages 710 through 717)
DATE OF THE PERIODICAL ISSUE IN WHICH THE ARTICLE APPEARED: N '86 (November 1986)

More on periodical index citations: concerning special features such as "bibl," there are a number of special feature abbreviations that are commonly listed in these citations. As noted above, "bibl" means that a bibliography is included in the article. Other special features are, "bibl f" (which means the article cites other works at the bottom of its pages as footnotes), "il" (illustrations such as drawings and photographs are included in the article), and "por" (pictures (or portraits) of a person are included). Special feature notes used by a particular periodical index are explained on a page of abbreviations near the front of the index in question.

SOME MAJOR PERIODICAL INDEXES IN THE REFERENCE ROOM

Academic Index (on compact disc, near reference desks. Also known as Infotrac.)

Art Index (Index Shelf 7)

Business Periodicals Index (Index Shelf 12)

Education Index (Index Shelf 4)

Humanities Index (Index Shelf 3)

Index to Legal Periodicals (Index Shelf 12)

Public Affairs Information Service Bulletin (P.A.I.S) (Index Shelf 6)

Reader's Guide to Periodical Literature (Index Shelf 1)

Social Sciences Index (Index Shelf 3)

In addition to the above, there are many other periodical indexes in the Reference Room. Different periodical indexes cover different types of periodicals. Some periodicals contain articles that are aimed at the general public (i.e. popular magazines such as Time, Sports Illustrated, Working Woman). Some are written for experts and students in a particular scholarly or technical field such as psychology, physics, engineering, or English literature. Periodicals that contain scholarly or technical articles are often referred to as "journals."

In terms of the list above, if you need popular articles (written for the non-specialist), look in Reader's Guide to Periodical Literature, an index to many popular American magazines. Academic Index, Business Periodical Index, and P.A.I.S. index articles from a mix of popular and scholarly periodicals. The other indexes listed above record articles from scholarly journals. Abstracting sources, covered in section III of this chapter, also tend to index scholarly journals.

Ask to find out about other periodical indexes in particular fields of study. Keep in mind that the science libraries, the Music Library, and the Health Sciences Library all have special periodical indexes which pertain to their subject areas.

II. DETERMINING WHETHER THE LIBRARY OWNS AN ARTICLE

The library does not own all the periodicals cited in periodical indexes. To determine what we do own, check the Stony Brook Serials Holdings List. This 4 volume set of books lists the periodical holdings of our library system, as well as the Health Sciences Library, with titles appearing in alphabetical order.

Q. WHERE IS THE SERIALS HOLDINGS LIST LOCATED?

A. The Stony Brook Serials Holdings List is located on the table behind the reference desks and at other locations throughout the library system.

Q. HOW DO I LOOK UP THE ARTICLE IN THE SERIALS LIST?

A. Actually, you do not look up the article itself. Instead, you look under the name of the periodical containing the article you are looking for.

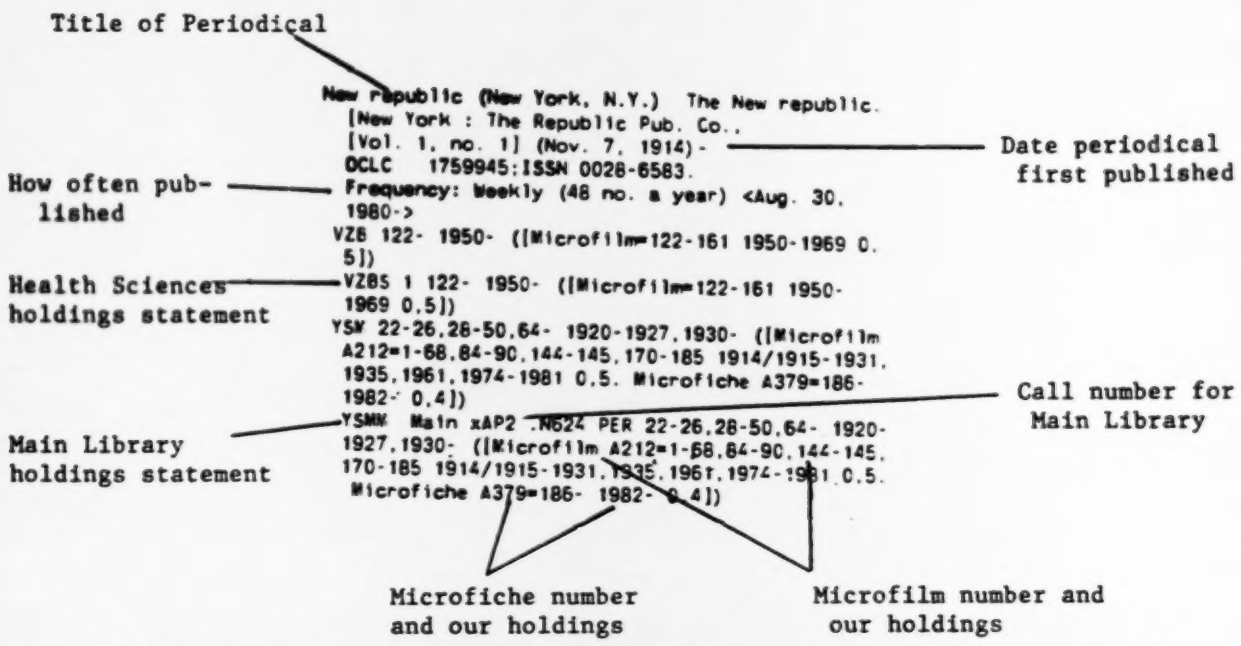
Q. IF I FIND A LISTING FOR THE PERIODICAL, DOES THAT MEAN SOME LIBRARY ON MAIN CAMPUS OR AT HEALTH SCIENCES OWNS IT?

A. Yes. But there are a few exceptions. Some older periodicals on microfilm, and many government periodicals which are owned by the library, may not be listed in the Serials List. For more information on these titles, see a reference librarian.

Q. HOW DOES ONE USE THE SERIALS HOLDINGS LIST?

A. First, you look up a periodical title in the appropriate alphabetical volume of the Serials List. The example on the following page shows you what the entry looks like for the magazine, the New Republic.

Example from the Stony Brook Serials Holdings List


Title of Periodical
New republic (New York, N.Y.) The New republic.
[New York : The Republic Pub. Co.,
[Vol. 1, no. 1] (Nov. 7, 1914)-
Date periodical first published
How often published
OCLC 1759945:ISSN 0028-6583.
Frequency: Weekly (48 no. a year) <Aug. 30, 1980->
VZB 122- 1950- ([Microfilm=122-161 1950-1969 0.5])
Health Sciences holdings statement
VZBS 1 122- 1950- ([Microfilm=122-161 1950-1969 0.5])
YSM 22-26,28-50,64- 1920-1927,1930- ([Microfilm A212=1-68,84-90,144-145,170-185 1914/1915-1931, 1935,1961,1974-1981 0.5. Microfiche A379=186-1982- 0.4])
Call number for Main Library
Main Library holdings statement
YSMM Main xAP2 .N624 PER 22-26,28-50,64- 1920-1927,1930- ([Microfilm A212=1-68,84-90,144-145, 170-185 1914/1915-1931,1935,1961,1974-1981 0.5. Microfiche A379=186- 1982- 0.4])
Microfiche number and our holdings
Microfilm number and our holdings

The information that is most important for you to decipher is the call number of the periodical and the holdings statement. Both the Health Sciences Library and the Main Library own New Republic. The Main Library's holdings are in bound volumes, microfilm, and microfiche. We have scattered bound holdings until 1930, from which time we have every year in bound volumes. They are all shelved under the call number xAP2.N624. (1930- means 1930 to date). We also have scattered holdings in microfilm through 1981. The microfilm number is A212. From 1982 on we have New Republic on microfiche as well as in bound volumes. The microfiche number is A379.

Q. WHERE DOES ONE GO TO FIND NEEDED PERIODICALS?

A. Once you have the call number, you go to the stacks to find the periodical that you are looking for. Recent issues (i.e. the current year) are kept in the Current Periodicals Reading Room. Microfilm and microfiche holdings are housed in the Microforms Collection on the second floor or the Reference Room. But in addition, many periodicals are located in the science libraries, the Music Library, and the Health Sciences Library. The holdings statement in the Serials List will indicate this by a four-letter code that exists for each library location. At the beginning of each Serials List volume is an explanation of these codes (e.g. YSMG = ESS Library, YSMO = Computer Science Library).

III. ABSTRACTING SOURCES

Q. WHAT IS AN ABSTRACTING SOURCE?

A. An abstract is a summary. An abstracting source is a reference book that contains many summaries of research and other writings in a particular field. Some common titles of abstracting sources are Psychological Abstracts, Women's Studies Abstracts, and Sociological Abstracts. These sources are similar to periodical indexes in that they tell you what articles have been written on topics and where the articles appear. As with periodical indexes, they provide you with both author and subject approaches to their listings. But they differ from periodical indexes in the following ways:

1. Abstracting sources contain summaries of writings; periodical indexes do not.

2. In addition to citing periodical articles, abstracting sources may include listings for such items as books, dissertations, and research reports.

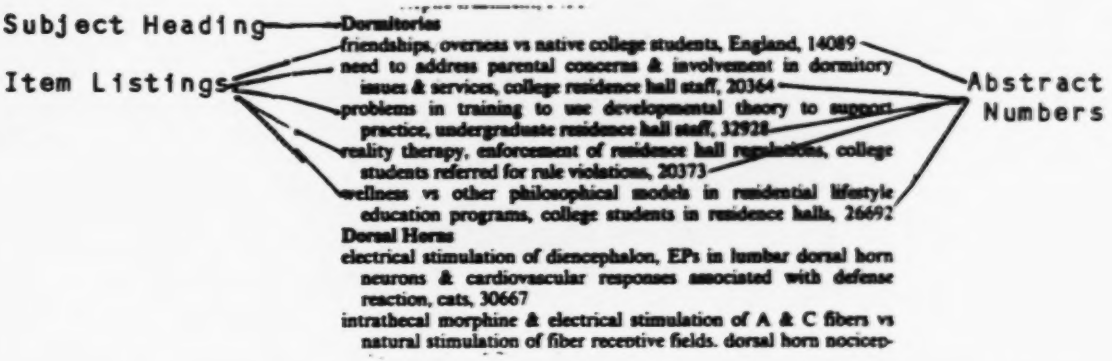
3. Abstracting sources are usually divided into three major sections: a subject index, an author index, and a collection of abstracts.

Q. HOW DO I USE AN ABSTRACTING SOURCE TO FIND MATERIAL ON MY TOPIC?

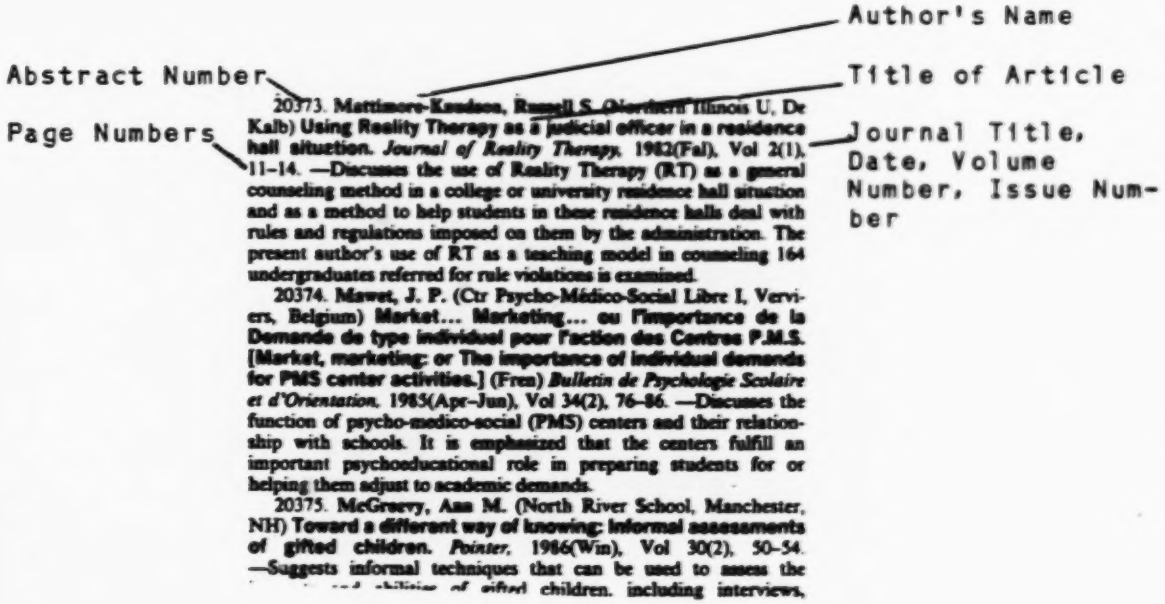
A. The search method is a four-step procedure. For example, suppose you are trying to find information about the impact of dormitory life on college students and you want to use Psychological Abstracts as a source:

Step 1. Consult the index volume for a particular year (the word "index" appears on the spine). Under the subject heading "Dormitories" appear entries for items on that topic. (See example on following page.)

(Excerpt is from the subject index of Psychological Abstracts, vol. 74, 1987)


Subject Heading
Item Listings
Abstract Numbers
Dormitories
friendships, overseas vs native college students, England, 14089
need to address parental concerns & involvement in dormitory issues & services, college residence hall staff, 20364
problems in training to use developmental theory to support practice, undergraduate residence hall staff, 32928
reality therapy, enforcement of residence hall regulations, college students referred for rule violations, 20373
wellness vs other philosophical models in residential lifestyle education programs, college students in residence halls, 26692
Dorsal Horns
electrical stimulation of diencephalon, EPs in lumbar dorsal horn neurons & cardiovascular responses associated with defense reaction, cats, 30667
intrathecal morphine & electrical stimulation of A & C fibers vs natural stimulation of fiber receptive fields, dorsal horn nocicep-

Step 2. As shown above, each entry is followed by an abstract number. After you have chosen the items that interest you, go to the corresponding book of abstracts (same year, same volume). Abstracts are arranged by number. Use the abstract number from the subject index to locate the abstract.


Author's Name
Abstract Number
Title of Article
Page Numbers
Journal Title, Date, Volume Number, Issue Number
20373. Mattimore-Knudson, Russell S. Oberheim Illinois U, De Kalb) Using Reality Therapy as a judicial officer in a residence hall situation. Journal of Reality Therapy, 1982(Fal), Vol 2(1), 11-14. —Discusses the use of Reality Therapy (RT) as a general counseling method in a college or university residence hall situation and as a method to help students in these residence halls deal with rules and regulations imposed on them by the administration. The present author's use of RT as a teaching model in counseling 164 undergraduates referred for rule violations is examined.
20374. Mawet, J. P. (Ctr Psycho-Médico-Social Libre I, Verviers, Belgium) Market... Marketing... ou l'importance de la Demande de type individuel pour l'action des Centres P.M.S. [Market, marketing: or The importance of individual demands for PMS center activities.] (Fren) Bulletin de Psychologie Scolaire et d'Orientation, 1985(Apr-Jun), Vol 34(2), 76-86. —Discusses the function of psycho-medico-social (PMS) centers and their relationship with schools. It is emphasized that the centers fulfill an important psychoeducational role in preparing students for or helping them adjust to academic demands.
20375. McGravey, Ann M. (North River School, Manchester, NH) Toward a different way of knowing: Informal assessments of gifted children. Pointer, 1986(Win), Vol 30(2), 50-54. —Suggests informal techniques that can be used to assess the children, including interviews,

Step 3. Copy down the full bibliographic citation for each item (author, title of book or title of article and journal, date, and, if applicable, volume number and pages).

Step 4. To determine if the library owns a journal article, look in the Stony Brook Serials Holdings List under the name of the journal. If the citation is for a book, check the Author-Title Catalog under the author's name or title.

More on Abstracts

1. Some abstracting sources like Child Development Abstracts put their indexes and abstracts for one volume in one book. Some others, like Psychological Abstracts, are bound so that the indexes and abstracts for a given volume are in separate books. Keep this in mind when using abstracting sources.

2. Abstracting sources often include an issue number notation in their citations (more so than do periodical indexes). The issue number follows the volume number, sometimes in parentheses. In the example on page 50 from Psychological Abstracts, the article cited is in the Journal of Reality Therapy, in issue #1 of volume 2, Fall of 1982, on pages 11 through 14.

Most periodicals publish one numbered volume per year which is comprised of several separate issues. The number of issues that are included in a periodical volume varies with the periodical. Some periodicals publish once per week, some are monthly, some are published every two or three months, etc. Not all periodicals number their issues, either. Some identify an issue with a date (e.g. Jan. 23, 1985), a month (e.g. June), or a season (Fall). Still others use any of the above, plus a number.

SOME MAJOR ABSTRACTING SOURCES IN THE REFERENCE ROOM

Abstracts in Anthropology (Ref GN1.A15)

Abstracts of English Studies (Ref PE1.A16)

America: History and Life (Ref E171.A4)

Criminal Justice Abstracts (Ref JV6001.C67)

Environment Abstracts (Ref GF1.E553)

SOME MAJOR ABSTRACTING SOURCES (continued)

Higher Education Abstracts (Ref LB2343.C6)

Historical Abstracts (Ref D299.H52)

International Political Science Abstracts (Ref JA36.I5)

Pollution Abstracts (Ref xTD 180.P66)

Psychological Abstracts (Index Shelf 2)

Resources In Education (Index Shelf 3)

Sociological Abstracts (Index Shelf 12)

CHAPTER SIX REVIEW QUESTIONS

Answers to questions are on pages 56-57.

1. A magazine is a popular periodical, aimed at the general public. True or False

2. A periodical which is scholarly or technical is often referred to as a "journal." True or False

3. Periodical indexes list articles that have appeared in magazines and journals. True or False

4. A periodical index that lists articles that have appeared only in popular American magazines is _____ _____.

5. The card catalog lists journal articles that are owned by the Stony Brook libraries. True or False

6. The Social Sciences Index lists articles that have appeared in popular magazines. True or False

7. In the example on the next page, (from Reader's Guide to Periodical Literature, 1987), how many articles are cited? _____

8. In the same example, what other headings are you directed to for related articles? _____.

9. In the same example, under what complete subject heading is the last article listed? _____

EXAMPLE FROM READER'S GUIDE

Fences
See also
Hedges
Snow fences
3 wood fences. il *Workbench* 43:32-7 Jl/Ag '87
10 tips make fence building easier. R. F. Jordan. il *Home Mech* 83:55-6 My '87
Build a fence that's a feature. il *South Living* 22:96+ Ap '87
First-class fence [board-and-lattice fence and moon gate] E. Thompson and E. Thompson. il *Pop Mech* 164:98-102+ Je '87
Iron fences from plain to fancy. il *Better Homes Gard* 65:66 Ap '87
Lattice screen also opens [carport and parking area] il *South Living* 22:189 N '87
Modular fence built in the workshop. il *Sunset* 178:120 Mr '87
Panels for spa privacy and for a changing room. il *Sunset* 179:102 Jl '87
Planter fences and pergolas. A. W. Lees. il *Pop Sci* 231:72-4 Ag '87
Trellis and screen for front-yard privacy. il *Sunset* 179:138-9 O '87
History
Good fences. A. O. Boulton. il *Am Herit* 38:90-5 F/Mr '87

10. In the example, what is the title of the 3rd cited article? _____. What is the abbreviation of the magazine that it is in? _____. How would you determine what the full magazine title is? _____ _____. What is the volume? _____. The page numbers? _____. The issue? _____. Year? _____.

11. In the example, what special feature does each article have? _____.

12. In the example, what is the title of the 5th cited article? _____. What is the abbreviation of the magazine that it is in? _____. How would you determine what the full magazine title is? _____ _____. What is the volume? _____. The page numbers? _____. The issue? _____. Year? _____.

13. The are a number of different periodical indexes in the reference room. True or False

14. Periodical indexes tell you what journals the library owns. True or False

15. Academic Index is issued in annual cumulative volumes with monthly paper updates. True or False

16. In order to find out if a periodical article you wish to look at is owned by the library, you need to look up the unabbreviated name of the periodical in the Stony Brook Serials Holdings List. True or False

17. The Serials Holdings List is a set of books kept on a table behind the reference desks. True or False

18. You cannot tell if a magazine is in the Health Sciences Library from the Serials Holdings List. True or False

19. The Serials Holdings List does not list any of our magazines on microfilm or microfiche. True or False

20. In the example below, an entry from the Serials Holdings List is reproduced. What is the title of the magazine? _____ When was it first published? _____ How often is it published? _____.

> **Newsweek**. [Los Angeles, Calif., etc., Newsweek, Inc., etc.]
> v. 1- Feb. 17, 1933-
> **OCLC** 1760328:ISSN 0028-9604.
> **Frequency**: Weekly <, Dec. 31, 1984->
> **Absorbed**: Today Feb. 27, 1937
> VZB (Retains current year.)
> VZBS 1 (Retains current year.)
> YSM 73- 1969- ([Microfilm A127= 1-68,73-98 1933-1966,1969-1981 0.5. Microfiche A14=69-72,99-1967-1968,1982- 0.4])
> YSMM Main xAP2 .N6772 PER 73- 1969- ([Microfilm A127= 1-68,73-98 1933-1966,1969-1981 0.5. Microfiche A14=69-72,99- 1967-1968, 1982- 0.4])

21. The Health Sciences Library has the magazine listed above from 1969 to date. True or False

22. Which library on the main campus has this title? _____ What is the microfilm number? _____

23. The holdings statement says that we have a copy of this magazine in paper format from "73 - 1969- ." What does this mean? _____

24. Abstracting sources include summaries of items that are cited. True or False

25. Abstracting sources only cite books. True or False

26. Abstracting sources do not have an author approach.
True or False

27. When using an abstracting source, you determine what abstract number(s) to look under by first consulting the _____
_____

28. The example below is from Psychological Abstracts, 1987.
Who is the author of the cited article? _____
What is the number of the volume being cited? ____
What is the issue number? _____
What is the abstract number?

29. The illustration is an example of what you would find if you were looking in the author index section of the source.
True or False

EXAMPLE FROM PSYCHOLOGICAL ABSTRACTS

several fundamental criteria.

14863. **Crosby, Rochelle L.** (U Washington School of Nursing, Seattle) **Community care of the chronically mentally ill.** *Journal of Psychosocial Nursing & Mental Health Services*, 1987(Jan), Vol 25(1), 33–37. —Presents a predictive theory for helping the chronically mentally ill adapt to community living. The theory proposes that structure (i.e., social norms, a clear statement of comportment expectations, support, ongoing guidance, increasing the awareness of normative reality, clearly defined norms for behavior, adjustment to the most basic of these norms) will facilitate adaptation to community living. This theory needs to be tested for its predictive value, but it is offered as an initial step in the development of approaches in the therapeutic management of the chronically mentally ill.

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Using Reader's Guide to Periodical Literature, can you find articles about Vice President Quayle? Can you identify all the bibliographic elements (e.g. author of article, title of article, date, etc.) within the citations? How would you go about finding these articles in the library?

2. Using the Social Sciences Index can you find articles on economic conditions in Sweden? Can you identify all the bibliographic elements within the citations? How would you go about finding these articles in the library?

3. Do you know what to do with cross references that are given in periodical indexes such as the Social Sciences Index?

4. Can you identify subject headings, subheadings, and cross references in periodical indexes?

5. Using the Stony Brook Serials Holdings List, can you determine if the library owns a particular volume of a magazine (e.g. volume 45 of Nation). Where in the library would you go for this volume?

6. Using Child Development Abstracts, find a recent article about autism (or some other topic), and provide the following information:

subject heading used to find article reference
item number of reference
author(s)
article title
journal title
volume number, issue number, date, page numbers

Determine if the article is available in the library. If it is, indicate its call number and where you would find it.

7. Using one of the abstracting sources listed on page 51 of this chapter, find an article on the history of education in the United States. Identify all the bibliographic elements in the citation. How would you determine if the library owns the article cited?

ANSWERS TO REVIEW QUESTIONS-- LBR 150 CHAPTER 6.
Numbers in parentheses are relevant pages in this workbook.

1. True (p.43, middle; p.46, middle)
2. True (p.46, middle)
3. True (p.1)
4. Reader's Guide to Periodical Literature (p.46)
5. False (p.43, middle)
6. False (p.44; p.46, bottom)
7. 11 (pp.44-45)
8. Hedges, Snow fences (pp.44-45)
9. Fences - History (pp.44-45)
10. Build a fence that's a feature. (pp.44-45)
    South Living
    Look in front of the index for the pages that list the abbreviations and full titles of the periodicals being indexed.
    vol. 22

10. (continued)
    96+ means the article begins on page 96 and continues on subsequent non-consecutive pages.
    April issue
    1987
11. illustrations (p.45, bottom)
12. Iron fences from plain to fancy (pp.44-45)
    Better Homes Gard
    Look in front of the index for the pages that list the abbreviations and full titles of the periodicals being indexed.
    vol. 65
    page 66 only.
    April issue
    1987
13. True (p.46)
14. False. Use the Stony Brook Serials Holdings List (pp.47-48)
15. False (p.46, top)
16. True (pp.47-48)
17. True (p.47, top)
18. False. You can. (p.47, top; and p.48)
19. False (pp.47-48)
20. Newsweek (pp.47-48)
    February 17, 1933 (first published)
    weekly
21. False (p.48)
22. The Main Library (p.48)
    Microfilm A 127
23. The bound volumes owned by the library start with volume 73, 1969 and we have it through to the present with no breaks in the run. (p.48)
24. True (p.49, top)
25. False (p.49, middle)
26. False (p.49, top)
27. The subject index or the author index (pp.49-51)
28. Rochelle L. Crosby (p.50)
    vol. 25
    issue 1
    abstract #14863
29. False (p.50)

CHAPTER SEVEN

NEWSPAPERS

After reading this chapter you will have an understanding of:

- the scope of the newspaper collection at Stony Brook
- how to find articles on specific topics in these newspapers
- how to interpret citations from the New York Times Index

INTRODUCTION

The Stony Brook Library has a very large collection of newspapers. It currently receives dozens of papers from all over the United States and around the world. In addition, the library owns many newspapers from past years including a large collection of early American newspapers dating back to colonial times, and a Collection of several hundred radical and protest papers from the 1960's to the present. The New York Times is in the library from its first appearance in 1851 and the Times of London from its first issue in 1785. All of our newspapers, except for those dating from the last several months, are on microfilm. The most recent ones are kept in Current Periodicals. A list of currently received newspapers can be seen in Current Periodicals and the Reference Room.

Modern U. S. newspapers cover much more than just news stories. For a long time, papers have offered additional features such as book reviews and articles on music, drama, art, and sports. More recently, many papers have been publishing sections which have a magazine style format. Articles in these sections deal with topics such as health, entertainment, interior decorating, nutrition, local history, finance, and family. Many papers also offer the reader literary works and biographical articles. The New York Times and Newsday are two newspapers which contain both news stories and a wide array of feature articles.

NEWSPAPER INDEXES

Newspaper indexes enable the reader to pinpoint the location of an article within a particular paper. Several major papers have their own index. Newspaper indexes list articles by subject or under a person's name. The index tells you the date of the article as well as the page and column that it begins on. The New York Times Index gives a summary of the article as well.

Newspaper indexes in the Stony Brook Library, and the dates for which they are available, are listed below. They are all located in the Government Documents Section of the library on the second floor above the Reference Room.

Christian Science Monitor Index (1960 to present)

Chicago Tribune Index (1972 to present)

Los Angeles Times Index (1972 to present)

National Newspaper Index (covers latest three years. Microfilm format. Indexes five newspapers: New York Times, Wall Street Journal, Los Angeles Times, Christian Science Monitor, and Washington Post.)

New York Times Index (1851 to present)

Official Index to the Times of London (1906 to present)

Washington Post Index (1971 to present)

Wall Street Journal Index (1958 to present)

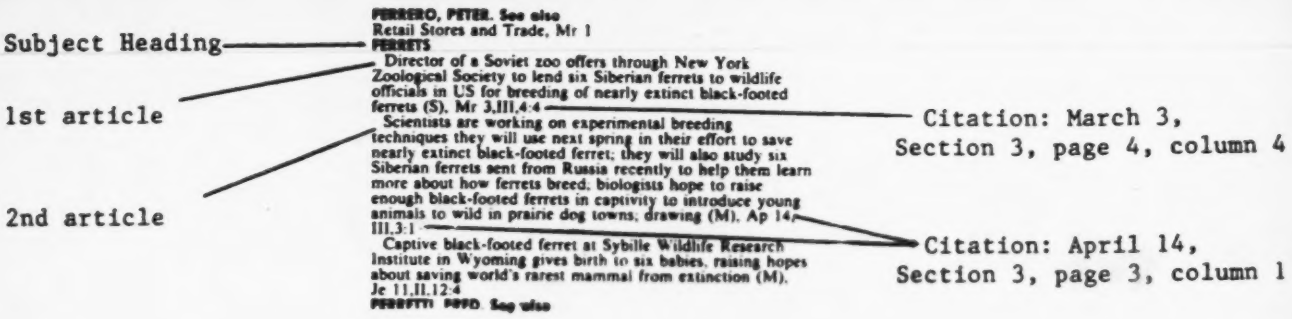
Q. HOW IS A NEWSPAPER INDEX USED?

A. To answer this question, we will be using three examples from the New York Times Index. The New York Times Index provides readers with the following types of subject headings:

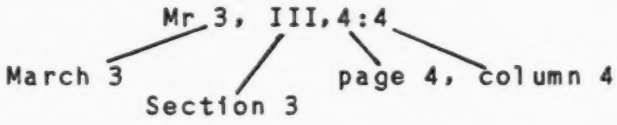
Regular headings ("weather," "chemistry")
Geographical names ("United States," "Bolivia")
Organization names ("United Nations," "General Motors")
Personal names ("Reagan, Ronald", "Springstein, Bruce")

Example 1.

In the first example, (see following page), the subject heading we are illustrating is "Ferrets." The three paragraphs which appear under this heading summarize and cite articles that have appeared in the New York Times for a particular time period. (The examples that follow have all been reproduced from the 1987 volume of the index.)


Subject Heading
1st article
2nd article
FERRERO, PETER. See also
Retail Stores and Trade, Mr 1
FERRETS
Director of a Soviet zoo offers through New York Zoological Society to lend six Siberian ferrets to wildlife officials in US for breeding of nearly extinct black-footed ferrets (S). Mr 3,III,4:4
Scientists are working on experimental breeding techniques they will use next spring in their effort to save nearly extinct black-footed ferret; they will also study six Siberian ferrets sent from Russia recently to help them learn more about how ferrets breed; biologists hope to raise enough black-footed ferrets in captivity to introduce young animals to wild in prairie dog towns; drawing (M). Ap 14, III,3:1
Captive black-footed ferret at Sybille Wildlife Research Institute in Wyoming gives birth to six babies, raising hopes about saving world's rarest mammal from extinction (M). Je 11,II,12:4
FERRETTI, FRED. See also
Citation: March 3, Section 3, page 4, column 4
Citation: April 14, Section 3, page 3, column 1

The first article is about a Soviet zoo lending U.S. wildlife officials six Siberian ferrets for breeding purposes. The "(S)" indicates that the article is short in length, which means that it runs no more than one-half column of a page. (The Index also uses the symbol "(M)" to indicate medium length articles which are more than one column but less than two, and "(L)" to indicate longer articles that exceed 2 columns.) The date and pages of the first article are signified by the symbols:



Note that the year is not included in the citation, because it is understood that the year is that of the volume you are using.

Beginning with the 1976 New York Times Index, many citations include a Roman numeral. The Roman numeral stands for the section of the paper in which the article appears. This arrangement is fairly straightforward for the Sunday paper because its sections are numbered 1, 2, 3, etc. However, in the daily editions (Monday through Saturday), the paper identifies its four sections by the letters "A," "B," "C," and "D." For these editions, the Roman numeral "II" in an article citation stands for Section B, "III" for Section C, and "IV" for Section D. If there is no Roman numeral in the citation, the article appears in the first section of the paper, no matter whether it is the Sunday Times or the daily edition.

The second and third paragraphs in our example above summarize two subsequent New York Times articles on the ferret breeding experiment. The first article contains a drawing and appeared in in the paper on April 14th; the second article appeared on June 11th.

One very important aspect of the arrangement of this index is that the paragraphs under a subject heading list the articles in the order that they appeared in the paper (i.e. chronological order). This format is reflected in the example above.

The subject heading in the second example is "Farmers."

Subject heading ——

FARMERS. See also
Agriculture. Ja 1.4.14.31. F 4.8.10.12.16.19.25.26.28. Mr 10. 22.23. Ap 1.5.7.10.19.26. My 1.15.17.30. Je 4.5.9.15.20.21. 25. Jl 1.5.6.19. Ag 1.7.9.15. S 2.3.5.7.13.20.22.29.30. O 8. 11.12.25.27. N 1.10.11.19.26.29. D 1.6.7.8.9.11.13.17

In this kind of presentation (which is very common in the index) no articles are actually being cited. Instead, the index is telling you to turn to the heading "Agriculture " and look under that heading for articles listed in the paragraphs for January 1, 4, 14, 31, Feb 4, 8, etc. Each one of these paragraphs lists an article about farmers. (See illustration below.)

Subject heading ——

AGRICULTURE. See also
Fertilizer
Food
Pesticides and Pests
Reclamation of Land
Rural Areas

Jan. 1st paragraph ——

Agriculture Department reports prices that farmers received for raw products in December were average of 2.4 percent below November's levels, and ended 1986 down 5.5 percent from year ago; graph (S). Ja 1,I,42:1

Pres Reagan's new budget proposes deep cuts in Federal farm aid in next five years; Democrat-controlled Congress can be expected to discard much of budget; graphs (M). Ja 2,I,1:3

Outlook for US agriculture in 1987, particularly growth in absentee ownership, assessed; cartoon (S). Ja 4,III,8:5

Article on human cost of worst agricultural depression in half-century; says that apart from violence that makes headlines in cities, evidence of social decay is quietly mounting through farm belt (M). Ja 4,IV,4:5

Article on proposals for reducing record $25 billion cost of farm program approved by Congress in 1985 and how they might affect not only farmers but economy at large; plan offered by Sen Tom Harkin and Repr Richard Gephardt would impose sharp cuts in farm production by setting much higher loan rate and sharply limiting what a farmer can sell in US; Reagan Administration plan would continue lessening Government intervention in farmers' decision by removing incentives for them to add to crop surpluses; some farm economists see no need for major change in current law; table shows how farm sector is linked to national economy; photo (M). Ja 4,IV,5:1

Talking Business column interview with Claire Asklund, senior economist at Data Resources, on economic outlook for nation's Farm Belt states; notes that economic growth in such states, while expected, is likely to come from manufacturing sector and demonstrates how much economies of Farm Belt states have come to depend on manufacturing of late (M). Ja 6,IV,2:1

Jan. 7th paragraph ——

African officials and World Bank, in effort to reverse 25-year trend that has seen Africa go from being net exporter to net importer of agricultural products, are pinning their hopes for future economic development on agricultural research (M). Ja 7,I,6:1

Advanced Genetic Sciences Inc applies once again to conduct field test of genetically altered bacteria intended to protect plants from frost damage; tests have drawn opposition from those worried about open air release of organisms altered by genetic engineering (S). Ja 7,IV,4:6

Agriculture experts say that for first time in long time, things are looking up for average American farmer; say production costs have been falling and farmers have been tightening their belts to cut debts; say to meet requirements of Government subsidies, farmers have also cut acreage they have planted; illustration (M). Ja 14,I,12:1

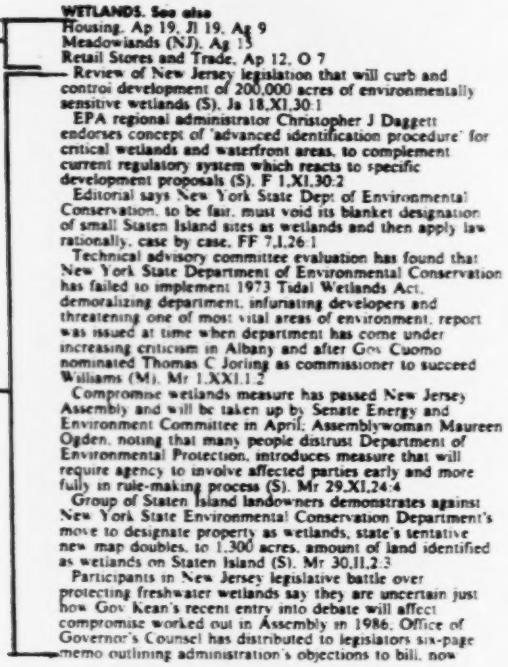
American Farm Bureau Federation pres Dean Kleckner tells 6,900 [illegible]

Example 3.

The subject heading in the third example is "Wetlands". The format that follows under the heading is another standard kind of presentation in the N. Y. Times Index.

Cross References

Paragraphs with summaries and citations



WETLANDS. See also
Housing, Ap 19, Jl 19, Ag 9
Meadowlands (NJ), Ag 15
Retail Stores and Trade, Ap 12, O 7

Review of New Jersey legislation that will curb and control development of 200,000 acres of environmentally sensitive wetlands (S). Ja 18,XI,30:1

EPA regional administrator Christopher J Daggett endorses concept of 'advanced identification procedure' for critical wetlands and waterfront areas, to complement current regulatory system which reacts to specific development proposals (S). F 1,XI,30:2

Editorial says New York State Dept of Environmental Conservation, to be fair, must void its blanket designation of small Staten Island sites as wetlands and then apply law rationally, case by case. FF 7,I,26:1

Technical advisory committee evaluation has found that New York State Department of Environmental Conservation has failed to implement 1973 Tidal Wetlands Act, demoralizing department, infuriating developers and threatening one of most vital areas of environment; report was issued at time when department has come under increasing criticism in Albany and after Gov Cuomo nominated Thomas C Jorling as commissioner to succeed Williams (M). Mr 1,XXI,1:2

Compromise wetlands measure has passed New Jersey Assembly and will be taken up by Senate Energy and Environment Committee in April; Assemblywoman Maureen Ogden, noting that many people distrust Department of Environmental Protection, introduces measure that will require agency to involve affected parties early and more fully in rule-making process (S). Mr 29,XI,24:4

Group of Staten Island landowners demonstrates against New York State Environmental Conservation Department's move to designate property as wetlands; state's tentative new map doubles, to 1,300 acres, amount of land identified as wetlands on Staten Island (S). Mr 30,II,2:3

Participants in New Jersey legislative battle over protecting freshwater wetlands say they are uncertain just how Gov Kean's recent entry into debate will affect compromise worked out in Assembly in 1986; Office of Governor's Counsel has distributed to legislators six-page memo outlining administration's objections to bill, now

The first part of this format is a listing of cross-references to other headings and paragraphs which contain citations to articles that deal (at least in part) with wetlands. The second section lists paragraphs in chronological order which give summaries of, and citations to, articles about wetlands.

Q. AFTER FINDING CITATIONS TO NEWSPAPER ARTICLES IN THE INDEXES, HOW DOES ONE ACTUALLY OBTAIN THE NEWSPAPER?

A. Get the microfilm call number of the newspaper by looking under the name of the paper in the microforms card catalog, which, like the newspaper indexes, is located in the Government Documents Section. Take down the call number (e.g. the call number of the New York Times is "Microfilm A7"). Go to the Microforms Area at the other side of the room with the call number and the newspaper dates that you need. The person on duty will help you find the microfilm and demonstrate how to use the microfilm machines for reading and photocopying.

More on Newspaper Indexes

A problem with newspaper indexes in paper format is that they are always at least a couple of months out of date and therefore impossible to use for very recent events. The following indexes produced either in microfilm or computer format are usually more current.

Academic Index, available in the Reference Room on compact disc. Essentially an index to magazines and journals, it also indexes the latest three months of the New York Times.

National Newspaper Index, latest three years on microfilm reader, located in the Government Documents section. Indexes five newspapers: New York Times, Wall Street Journal, Los Angeles Times, Christian Science Monitor, and Washington Post.

Newsday has a paper index which covers the period 1977 to 1984, and then only Long Island news and events. From 1985 to date, it is available as a computer data base. Ask at the Reference Desk for information on how to use this service.

SUMMARY

The library has a large collection of newspapers, both foreign and U. S.

Several major American papers are part of this collection, including a full run of the New York Times from 1851.

Newspaper indexes, such as the New York Times Index, are used to get exact citations to articles. Newspaper indexes in our library are listed on page 60.

The most recent issues of newspapers received are in Current Periodicals. Earlier years of papers are on microfilm and can be obtained in the Microforms Area.

CHAPTER SEVEN REVIEW QUESTIONS

Answers to questions are on page 66.

1. The library owns a collection of American radical newspapers from the 1960's. True or False

2. The library owns the entire run of the New York Times. True or False

3. We receive newspapers only on microfilm. True or False

4. Newspaper indexes are never up-to-date in their coverage. True of False

5. In the example below (from the 1987 New York Times Index), examine the January 23rd paragraph. Where in the paper does this article appear? Give complete information including date, section number, page and column. How long is the article?

FOSTER CARE

Norwich, Conn, office of state's Department of Children and Youth Services has received $182,500 grant from Federal Department of Health and Human Services to set up foster homes for troubled youngsters and to provide assistance for both foster parents and natural families of youngsters (M). Ja 4,XXIII,15:1

New York State officials say they have offered to help New York City find foster homes for growing number of healthy babies in hospitals who are awaiting placement, but city says state's proposals are inadequate (M). Ja 18,I, 30:1

New York City Human Resources Administration says it is investigating deaths of two babies who died shortly after being placed in separate foster homes by Angel Guardian Home, Roman Catholic organization in Brooklyn (M). Ja 23,II,5:2

Editorial holds city and state officials in New York must stop their finger-pointing and make concerted effort to find foster parents as soon as possible for 160 'boarder babies' languishing in city hospitals. Ja 24,I,26:1

John Cardinal O'Connor says in Washington, DC, that he

6. Aside from the New York Times Index, name two other indexes which list articles published in that paper.

_____

7. What information does the example below from the New York Times Index give you? _____

_____

FORT LAUDERDALE (FLA). See also
Colleges and Universities, Mr 13
Culture, Ag 30
Drug Traffic, N 19
Liver, F 14
Medicine and Health, Jl 6
Murders and Attempted Murders, My 24
Parks and Other Recreation Areas, N 15,22

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Using the New York Times Index, show that you can find articles on solar energy development. Can you interpret the citations for these articles? How would you locate the first one in this library?

2. Can you do the same things you did in question 1, this time using the National Newspaper Index?

3. Look at the Los Angeles Times Index. Can you find an article on actor Robert Duvall? What is the date and page number of the article? Does the library own the actual article?

ANSWERS TO REVIEW QUESTIONS -- LBR 150, CHAPTER 7
(Relevant workbook pages appear in parentheses.)

1. True (p.59, Introduction)
2. True (p.59, Introduction)
3. False (p.59, Introduction)
4. False (p.64, middle)
5. January 23rd, 1987, section 2, page 5, column 2. The article is medium length (signified by the (M)). (p.61)
6. Academic Index or National Newspaper Index. (p.64, middle)
7. If you looked under the heading "Fort Lauderdale (FLA)" you would be referred to seven other headings. Under each of these headings you would consult the paragraphs which are noted by the dates listed next to the headings. The paragraphs appear in chronological order. (pp.62-63)

CHAPTER EIGHT

OTHER APPROACHES TO RESEARCHING CURRENT AFFAIRS

After reading this chapter you will be able to do the following:

- Use news digests to obtain summaries of current world events
- Use annual compilations, such as almanacs and yearbooks, to quickly find factual information, records, and statistics
- Locate biographical information about notable contemporary figures

These skills, along with those you have learned in chapters 6 and 7, will help you in your research in current affairs.

INTRODUCTION

The documentation of current national and international activity has produced a flood of data available almost instantly through radio, television, and computerized information retrieval systems. Events are quickly recorded and seemingly converted into history shortly after they occur, and the changing roster of names connected with such newsworthy events is incorporated into the body of available information on current affairs. For the individual who is seeking information in the library on current issues, events, and personalities, the search can be widespread because of the wealth of recorded data and the different forms it can take. Knowing just what kinds of information are included in each of the sources in the library's collection can help you to identify those resources that will be most helpful to you.

THE NEWS DIGEST

News digests offer broad summaries of recent events that have appeared in the media. If background information on an event is what you need, then this kind of source may be even more appropriate than a newspaper index.

Two news digests in the Reference Room are:

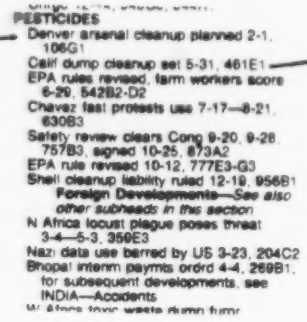
Facts on File (Ref D410.F3)
Keesing's Contemporary Archives (Ref D410.K4)

These are issued weekly. The coverage they offer on a particular subject is in the form of a summation or general survey of the topic as reported in a number of national and foreign newspapers and magazines. Digests are often good sources for obituaries, texts of important speeches and documents, and statistics.

Q. HOW IS A NEWS DIGEST ARRANGED?

A. The weekly digests are classified (arranged in broad subject categories) and include a subject index which cumulates throughout the year. All the issues for a given year are collected in a looseleaf binder with the index at the back. Following is an example from the subject index for Facts on File (1988), and the excerpt of the summary which is referred to in the index.

Subject Heading


PESTICIDES
Denver arsenal cleanup planned 2-1, 106G1
Calif dump cleanup set 5-31, 461E1
EPA rules revised, farm workers score 6-29, 542B2-D2
Chavez fast protests use 7-17—8-21, 630B3
Safety review clears Cong 9-20, 9-28, 757B3, signed 10-25, 873A2
EPA rule revised 10-12, 777E3-G3
Shell cleanup liability ruled 12-19, 956B1
Foreign Developments—See also other subheads in this section
N Africa locust plague poses threat 3-4—5-3, 359E3
Nazi data use barred by US 3-23, 204C2
Bhopal interim paymts ordrd 4-4, 269B1, for subsequent developments, see INDIA—Accidents

1st article cited is about a Denver dump, Feb. 1, (2-1), page 106, section G, column 1 (106g1)

2nd article cited is about a California dump, May 31, (5-31), page 461, Section E, column 1 (461E1)

Excerpt of 1st article as it appears on p. 106, section G, column 1.

F dollars by 1992 to satisfy the new requirements. □

Environment

Denver Arsenal Cleanup Planned. A 12-year plan costing $1 billion or more to clean up a hazardous waste site at the federally owned Rocky Mountain arsenal near Denver was filed with the federal court in Denver Feb. 1. [See 1983, p. 949B3]

G Under the plan, Shell Oil Co. would help the Army finance the cleanup, paying $330 million to $380 million of the estimated costs of $750 million to $1 billion or more. The agreement would settle a federal lawsuit brought against Shell in 1983 under the federal Superfund law.

Shell manufactured pesticides on ar-

106

A third important news digest is:

Congressional Quarterly Weekly Reports (Ref JK1.C15)

This source summarizes the news being made in the United States Congress. It includes background articles on all the issues being considered for legislation, information on congressmen and senators, and their voting records. It is published on a weekly basis and has cumulative subject indexes, including an annual index at the end of the year.

ALMANACS AND YEARBOOKS

Almanacs and yearbooks are annual compendiums of miscellaneous information. They have subject indexes, but their format, organization, and content vary from one source to another.

The following two almanacs contain timely articles on current events, statistics, and brief histories of countries:

World Almanac and Book of Facts (Ref AY67.N5 W7; reference desk)
Information Please Almanac (Ref AY64.I55; reference desk)

The next three works (yearbooks), provide the reader with more in depth coverage of countries than almanacs do. Historical surveys are given for each country along with information about its ruler, constitution, type of government and economic system, population, education, commerce and industry, agricultural output, media facilities, banking and military establishments.

Statesman's Yearbook (Ref JA51.S7; reference desk)
Europa Yearbook (Ref JN1.E85; reference desk)
Political Handbook of the World (Ref JF37.P62)

BIOGRAPHICAL INFORMATION

The following sources exist specifically for helping the researcher locate current biographical information about well-known people in various fields. Just a handful of the many titles in the Reference Room that can be used for this purpose are listed below.

Biography Index (Reference Room, Index Table 7) contains references to biographical material appearing in books and periodicals. The following is an example of a listing of references from Biography Index (Sept. 1986 - Aug. 1988 edition), for Andrei Sakharov, noted Russian physicist and Nobel Prize winner:

Sakharov, Andrei Dmitrievich, 1921-, Russian physicist
Barnathan, J. Vowing to fight on [interview] por *Newsweek* 109:17-18 Ja 5 '87
Bassow, Whitman. The Moscow correspondents; reporting on Russia from the Revolution to Glasnost. Morrow 1988 p237-9+ bibl il pors
Bierman, J. The Sakharovs go home. il pors *Maclean's* 99:15 D 29 '86
Bonner, Elena. Alone together. Knopf 1986 269p

Four items are cited in this example (two books and two magazine articles).

Biography Index is a very useful source because it lists writings on thousands of individuals, living and deceased. Note, however, that is does not itself provide biographical information, other than a person's full name, and dates of birth and death. It simply refers you to other sources of information.

The following reference books contain biographical information.

Current Biography (Ref CT100.C8; current biography section) offers lengthy articles on prominent figures in entertainment, politics, sports, business, the arts, and literature.

Contemporary Authors (Ref PN771.C584; literary criticism section) provides information on current authors in many fields and from various countries.

Directory of American Scholars (Ref LA2311.C32; current biography section)
American Men and Women of Science (Ref Q141.A47; current biography section)
Both of these sources provide brief biographical data on United States professors.

Politics in America (Ref JK1010.P64; current biography section) has lengthy articles about members of Congress, including their voting records.

Who's Who in America (Ref E663.W5612; current biography section) includes biographical data on those individuals who are considered by its editors to be the most prominent men and women in their respective fields.

MAGAZINE ARTICLES

The following three periodical indexes (already alluded to in Chapter 6) are useful for finding magazine articles on current affairs:

Academic Index (An easy to use micro-computer information source located on a table near the reference desks. Also known as Infotrac.)

Public Affairs Information Service. Bulletin. (P.A.I.S.) (Index Table 6)

Reader's Guide to Periodical Literature (Index Table 1)

COVERAGE OF CONTROVERSIAL ISSUES

Editorial Research Reports (Ref H35.E35). This title analyzes controversial issues, provides arguments for and against, and includes bibliographies. A few of the topics covered in its 1989 edition are managing hazardous wastes, approaches to dealing with terrorism, the growth of the elderly population in the U.S., birth control, aids, combatting scientific fraud, the right to privacy, joint custody of children.

CHAPTER EIGHT REVIEW QUESTIONS

Answers to questions are on page 74.

1. News digests summarize current events. True or False

2. What kind of index is used in news digests? _____

3. Two news digests in the reference room are Keesing's Contemporary Archives and _____.

4. These two news digests are published how often? _____

5. News digests include major speeches and obituaries.
   True or False

6. A news digest which covers the United States Congress is entitled _____.

7. Almanacs are special reference books which have one purpose only, and that is to cover current events. True or False

8. A yearbook or almanac would be a good source to use if you wanted to know if Costa Rica is a democracy. True or False

9. You could use a yearbook or almanac for information on a country's economy. True or False

10. Yearbooks cover countries in more depth than almanacs do.
    True or False

11. Biography Index has lengthy biographies of noted individuals.
    True or False

12. The source Current Biography offers lengthy articles on prominent people. True or False

13. If you wanted to know what schools one of your professors attended, you could look at _____
    or _____.

14. If you wanted to know where your congressman or woman stands on certain issues, you could use _____.

15. President George Bush is likely to be included in which of the biographical sources mentioned in this chapter? _____
    _____

16. Periodical indexes summarize major news stories.
    True or False

17. The periodical index mentioned in this chapter which is a computer is called _____.

18. Editorial Research Reports summarizes editorials from major newspapers. True or False

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Using a news digest, find articles on a current famine in some part of the world.

2. Use one of sources in Chapter 8 to find a listing of last years Nobel Prize winners.

3. Using a biographical source, find information about the life of Chevy Chase, entertainer.

4. Using a biographical source, find information about the author E.L. Doctorow.

5. Using one of the sources mentioned in Chapter 8, find a listing of biographical writings about Vice President Dan Quayle.

6. Find an article in Editorial Research Reports that presents arguments for and against nuclear disarmament.

7. Using the Congressional Quarterly Weekly Reports, determine if Congress is engaged this year in holding public hearings on welfare reform.

8. Using one of the Chapter 8 sources, find an article on the history and current political situation in Nicaragua.

ANSWERS TO REVIEW QUESTIONS--LBR 150 CHAPTER 8.
(Numbers in parentheses are relevant pages in this workbook)

1. True (p.67, bottom)
2. A subject index (p.68, middle)
3. Facts on File (p.67, bottom)
4. weekly (p.68, top)
5. True (p.68, top)
6. Congressional Quarterly Weekly Reports (p.69, top)
7. False (p.69)
8. True (p.69)
9. True (p.69)
10. True (p.69)
11. False (p.70)
12. True (p.70)
13. Directory of American Scholars or American Men and Women of Science (p.70)
14. Politics in America (or the Congressional Quarterly Weekly Reports) (pp.71 and 69)
15. Biography Index, Current Biography, Who's Who in America (pp.70-71)
16. False (chapter 6, and p.71, middle)
17. Academic Index (also known as Infotrac) (p.71, middle)
18. False (p.71, bottom)

CHAPTER NINE

GOVERNMENT DOCUMENTS

After reading this chapter you will know:

- what a government document is
- the variety of documents in the Stony Brook Library
- How to use the Monthly Catalog and the Government Documents Catalog Service to locate documents in this library

INTRODUCTION

Government Documents are publications issued by or for a government body or agency. They include the publications of federal, state, local, and foreign governments and of intergovernmental organizations such as the United Nations. Publications issued by the United States Government, the State of New York, and Suffolk County (N.Y.) are all government documents.

Government documents are a valuable resource because they contain detailed information on a wide range of social science topics. Many times government documents contain unique information that cannot be found elsewhere. Television and newspapers often announce such information as the monthly rate of unemployment or a recent decision of the United States Supreme Court. The original source of this information is United States government documents. In conducting research it may be necessary to use government documents to find valuable information contained in the publications of such agencies as the State Department, the Federal Election Commission or a body such as the United States Congress.

EXAMPLES OF MAJOR TYPES OF FEDERAL GOVERNMENT DOCUMENTS

Subject Reports - These are the detailed reports on topics of current interest in such areas as public policy, foreign affairs, and the political process. Thousands of subject reports are issued each year by the United States government and its agencies. An example of a recently published subject report is: Absentee Voting: Issues and Options issued by the Federal Election Commission in 1987.

Laws of the United States - The laws passed at each session of Congress are collected into an official version entitled United States Statutes at Large.

Congressional Record - The verbatim record of the daily proceedings of the House and Senate, including debates and speeches, are contained in this publication, which is issued each day the Congress is in session.

Congressional Hearings - These are texts of public meetings held by congressional committees to gather information on specific political issues. They contain transcripts of the testimony of witnesses representing different sides of an issue. Witnesses may be experts, federal administrators, interest group spokesmen, and other concerned parties. An example of a recent hearing is: Legal Issues that Arise When Color is Added to Films Originally Produced, Sold, and Distributed in Black and White. This hearing was held before the Senate Committee on the Judiciary on May 18, 1987.

Congressional Reports - Reports are issued in conjunction with specific pieces of legislation being considered by a committee. They contain detailed analyses of the political issues included in the proposed legislation. An example of a congressional report is: Balanced Budget Constitutional Amendment: report of the Committee on the Judiciary, United States Senate, on S.J. Res. 225, together with supplemental, additional, and minority views. Issued by the Committee in 1985.

Congressional Committee Prints - These publications usually reports on a particular topic completed by a committee's staff as a means of briefing committee members on the background of an issue. These research reports are often compilations of prior legislation on an issue. A recent committee print is: A Compilation of Job Training and Related Laws which was compiled in 1987 for the use of members of the Senate Committee on Labor and Human Resources.

United States Reports - This is the official publication of United States Supreme Court decisions which includes the opinions of all the justices on each case heard by the Court.

Census Reports - Publications of the Census Bureau often include the most in-depth statistics to be found on a topic. Many census reports contain detailed statistics on the social and economic characteristics of the population of the United States.

GOVERNMENT DOCUMENTS IN THE STONY BROOK LIBRARY

The Government Documents Section is located on the second floor of the Reference Room in the Main Library. Most of the publications housed here are from one of the four following government sources: the United States federal government, the New York State government, the Suffolk County (N.Y.) government, or the United Nations. However, the majority of documents at Stony Brook are United States government publications which you will learn more about in the remainder of this chapter.

The Stony Brook Library is a federal depository which means that we automatically receive certain publications from the government free of charge. That's something over 70,000 items per year. These documents are "deposited" in our library to be available for public use. Most are located in the Documents Section. Other possible locations are the main stacks, Reference Room, Microforms, and any one of the science libraries. The majority of these documents are not listed in the card catalog, and so you will need to use the Monthly Catalog or the Government Documents Catalog Service on compact disc, both located in the Documents Section, to identify and locate United States government documents at Stony Brook.

THE MONTHLY CATALOG

Since its inception in 1895, the Monthly Catalog has been the main source for identifying United States government documents. Each monthly issue contains a list of all documents processed by the Government Printing Office in that month. At present, Stony Brook receives two versions of the Monthly Catalog. One is the printed catalog received in book form and the other is a computerized version received on compact disc. You will learn how to use the print version of the Monthly Catalog in this section and the computerized version, called the Government Documents Catalog Service (GDCS) in the last section of this chapter.

Some of the most important features of the printed Monthly Catalog are listed below:

Basic Arrangement - The Monthly Catalog is divided into several different sections. The main section of the catalog lists each document and includes author, title, publication date, and issuing agency. Each publication is assigned a unique Monthly Catalog entry number and appears in the main section of MC in chronological order by this number.

Indexes - The remaining sections of the Monthly Catalog consist of numerous indexes. Some of the more important ones are the author index, the title index, and the subject index. These indexes give you the Monthly Catalog number which you can use to find a complete reference to the document in the main section. The indexes are located at the back of each monthly issue. Upon the completion of a year, the monthly indexes are cumulated into an annual index.

Depository Items - The main section of the Monthly Catalog contains the complete reference to each document. If this reference includes a black dot, it means that the document is a "depository" item. Depository items are sent free to depository

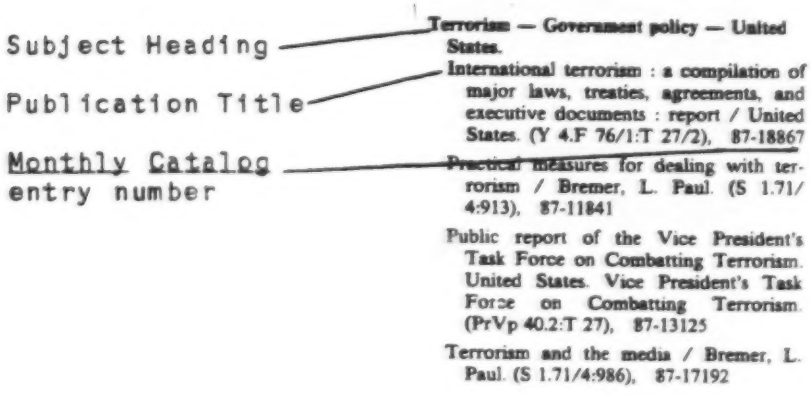
libraries. References which do not include a black dot are "non-depository" items and must be specially requested by libraries wishing to receive them.

How to Use the Monthly Catalog

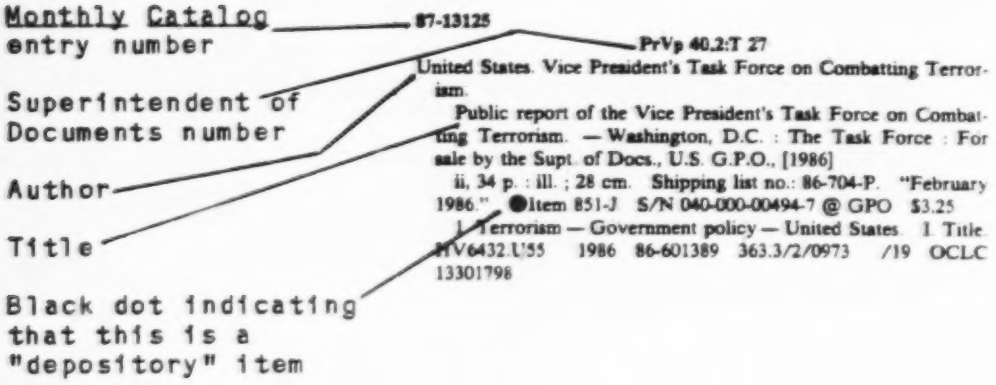
If you are doing research in the social sciences, you may want to use government documents and will therefore need to use the Monthly Catalog to locate them. For documents from July 1976 to the present, you will be able to use the Government Documents Catalog Service (a computerized version of the Monthly Catalog) but for documents issued at an earlier date you will need to use the printed Monthly Catalog. You may also need to use the printed Monthly Catalog if the computer is not available or if you go to a library which has only the printed version of Monthly Catalog.

The following example (from the 1987 volume) illustrates how to use the printed Monthly Catalog to research a topic. Let us say that your topic is United States government policy on terrorism. You would like to find out if there is a recent report on this topic.

Step 1. You look in the subject index volume of the Monthly Catalog and find the heading "Terrorism - Government Policy - United States." There are four titles listed under this heading. You may choose to further investigate any one of these four titles. (See excerpt from subject index reproduced below).


Subject Heading
Publication Title
Monthly Catalog entry number
Terrorism — Government policy — United States.
International terrorism : a compilation of major laws, treaties, agreements, and executive documents : report / United States. (Y 4.F 76/1:T 27/2), 87-18867
Practical measures for dealing with terrorism / Bremer, L. Paul. (S 1.71/4:913), 87-11841
Public report of the Vice President's Task Force on Combatting Terrorism. United States. Vice President's Task Force on Combatting Terrorism. (PrVp 40.2:T 27), 87-13125
Terrorism and the media / Bremer, L. Paul. (S 1.71/4:986), 87-17192

Step 2. You decide to look at the third title. Make a note of the Monthly Catalog entry number for this publication (87-13125) and locate the full reference to this publication in the main section of the Monthly Catalog for 1987. (See excerpt from main section reproduced below.)



United States. Vice President's Task Force on Combatting Terrorism.
Public report of the Vice President's Task Force on Combatting Terrorism. — Washington, D.C. : The Task Force : For sale by the Supt. of Docs., U.S. G.P.O., [1986]
ii, 34 p. : ill. ; 28 cm. Shipping list no.: 86-704-P. "February 1986." ●Item 851-J S/N 040-000-00494-7 @ GPO $3.25
1. Terrorism — Government policy — United States. I. Title.
HV6432.U55 1986 86-601389 363.3/2/0973 /19 OCLC 13301798

Step 3. Take down the following information from the full reference in the main section:

- name of the author (United States. Vice President's Task Force on Combatting Terrorism)
- title of the publication (Public Report of the Vice President's Task .....)
- the Monthly Catalog entry number (87-13125)
- the Superintendent of Documents number (PrVp 40.2:T 27)
- note whether the reference includes a black dot (Black dot means it is a depository item; no dot means a non-depository item)

Step 4. Go to the librarian at the documents desk with the above information. She or he will help you find where the document is located in the library.

GOVERNMENT DOCUMENTS CATALOG SERVICE (GDCS)

The Government Documents Catalog Service (GDCS) is the computerized version of the Monthly Catalog. It contains exactly the same information as the Monthly Catalog, just in a different format. The Government Documents Catalog Service contains a listing of all United States government documents processed by the Government Printing Office from June 1976 to the present month, all on one compact disc. The contents of the GDCS represent over twelve years of printed Monthly Catalogs. One advantage of GDCS over the printed Monthly Catalog is that you can search all twelve years at once instead of checking the individual indexes of the printed Monthly Catalog.

Some of the important features of GDCS are described below:

Menu-Driven System

GDCS allows you to search many years of the Monthly Catalog at one time. It is a menu driven system which means that on each screen there is a list of options (or a "Menu") for you to choose from. The "main menu" is the starting point or the first screen of the search process. The menu is located on the left hand side of each screen and consists of ten boxes labeled F1 through F10. (See illustrations on pages 82-84). These boxes represent the "function keys" located on the left hand side of the keyboard and also labeled F1 through F10.

Function Keys

Each function key represents a single process or "function" carried out by the computer. At each step of your search, different options will be listed on the menu. Three of the most important boxes on the main menu are F1, F2, and F3. These three boxes represent the main indexes to all the documents listed in the GDCS. F1 which is labeled "Find by Author" is the author index. F2, which is labeled "Find by Title" is the title index. F3, which is labeled "Find by Subject" is the subject index. All searches on GDCS begin with the main menu and most will begin by using one of these three function keys.

Enter Key

One of the most important keys is the "enter" key located on the near right side of the keyboard. This operates also as a type of function key in that it allows the computer to carry out the next logical step in the search process if you choose to depress it. There are usually instructions at the bottom of each screen telling you to complete a specific task and then "depress enter." However, you are always allowed to choose other options from the menu by depressing the function keys labeled F1 through F10.

Full References

GDCS contains full references to each document listed. These references all start with the Superintendent of Documents number on the first line. The second line always contains the **entry number** which is the unique number assigned to each item in the Monthly Catalog. Other parts of the full reference are the author, title, issuing agency and number of pages. You must look at the full reference to get all the information needed to locate a document in our library.

Depository Item

Unlike the Monthly Catalog, GDCS does not have black dots indicating whether a document is depository or non-depository. Instead, the desgination "DEP ITEM" is placed on the far right of the screen in the list of documents in the subject index. If it does not say "DEP ITEM" and there is just blank space, then the document is non-depository.

How to Use GDCS

Helpful Hints

Searches are conducted using the function keys to choose options from the menus located on the left hand side of the screen. It is helpful to know that function key F9 is usually designated the "help" key and may be used if you are unsure what to do next at any point in your search. Function key F10 is usually designated "start over" and will bring you back to the main menu where you started your search. Directions on how to proceed at each point are usually printed at the bottom of each screen.

See next page for illustration.

Illustration

Let us say that your topic is "Elections in El Salvador." First, press the F10 key to make sure you are at the main menu. (See the main menu or "start" screen reproduced below).

F1 Find by Author	F2 Find by Title
F3 Find by Subject	F4 Find All
F5	F6
F7 To Number Search	F8 To Keyword Search
F9 Help	F10

THE ACTUAL KEYS ARE LOCATED ON THE LEFT SIDE OF THE KEYBOARD

GOVERNMENT DOCUMENTS CATALOG SERVICE
(GDCS)
GPO Index on CD-ROM

Welcome to

GDCS

An index to all Government Documents Catalogued by the Government printing office from June 1976 to the present month

Select a function key to begin !

Copyright 1987, 1988 by Auto-Graphics, Inc.
IMPACT/GDCS Software Version 5.03 (03/89)

Since you are searching for documents on a particular subject, you choose option F3 labeled "Find by Subject" and depress function key F3 on the keyboard. You will then be requested to type in your subject on a screen which looks like the one at the top of the next page.

F1	F2
F3	F4 Prior Step
F5	F6 Clear Line
F7	F8 To Keyword Search
F9 Help	F10 Start Over

Type in your request
and press the "Enter" key

SUBJECT:elections--el salvador

You type in the heading "elections - el salvador" exactly as it appears here. If you make a typo, press the F6 key to erase your mistake. When you have typed in the heading correctly, depress the "enter" key on the right side of the keyboard to start the search.

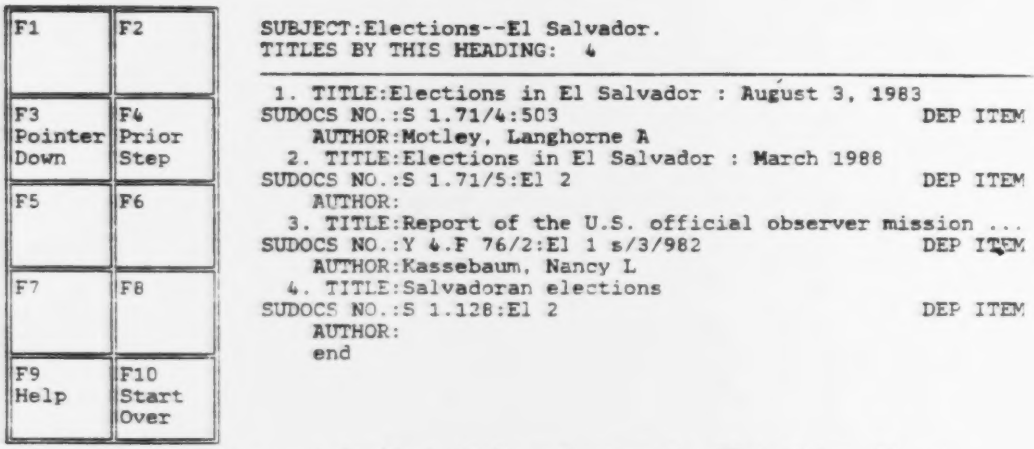
GDCS will respond to your request by showing you a list of subject headings like the one reproduced below. If there are documents on your subject, the heading will be in this list. There will be a pointer, shaped like an arrow head, blinking on and off immediately to the left of your heading. The right hand column tells you the number of documents on this topic listed in GDCS. Depress the "enter" key to see a list of these documents. The resulting screen appears at the top of the next page.

F1 Pointer Up	F2
F3 Pointer Down	F4 Prior Step
F5	F6
F7	F8 To Keyword Search
F9 Help	F10 Start Over

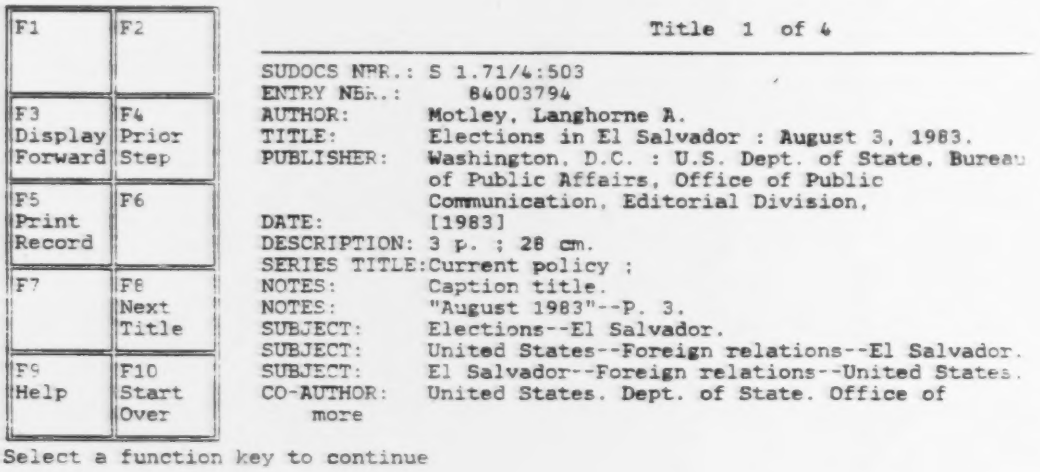
SUBJECT HEADINGS	NUMBER OF TITLES
Elections--California.	1
Elections--Campaign funds--Law and legislation--United States.	1
Elections--Chile.	1
Elections, Contested	X
Elections--Dictionaries--Spanish.	1
Elections--El Salvador.	4
Elections--El Salvador--Addresses, essays, lectures.	1
Elections--Finance	X
Elections--Haiti.	1
Elections--Honduras.	1
Elections--Indiana.	1
Elections--Korea (South)	1
Elections--Philippines.	6
Elections--Rhodesia, Southern.	2

more

Move the pointer to an individual heading and press the "Enter" key if you wish to see additional detail; or select a function key


F1
F2
F3 Pointer Down
F4 Prior Step
F5
F6
F7
F8
F9 Help
F10 Start Over
SUBJECT:Elections--El Salvador.
TITLES BY THIS HEADING: 4
1. TITLE:Elections in El Salvador : August 3, 1983
SUDOCS NO.:S 1.71/4:503 DEP ITEM
AUTHOR:Motley, Langhorne A
2. TITLE:Elections in El Salvador : March 1988
SUDOCS NO.:S 1.71/5:El 2 DEP ITEM
AUTHOR:
3. TITLE:Report of the U.S. official observer mission ...
SUDOCS NO.:Y 4.F 76/2:El 1 s/3/982 DEP ITEM
AUTHOR:Kassebaum, Nancy L
4. TITLE:Salvadoran elections
SUDOCS NO.:S 1.128:El 2 DEP ITEM
AUTHOR:
end
Move the pointer to an individual title and press the "Enter" key if you wish to see full detail; or select a function key

The screen above shows short entries for four documents listed for the subject "Elections - El Salvador." Note the "DEP ITEM" in the right hand column across from each entry designating each document a "depository item". Let's say you decided to look at the first document. Make sure the pointer is immediately to the left of the number 1 and depress the enter key. You will get the following screen.


F1
F2
F3 Display Forward
F4 Prior Step
F5 Print Record
F6
F7
F8 Next Title
F9 Help
F10 Start Over
Title 1 of 4
SUDOCS NBR.: S 1.71/4:503
ENTRY NBR.: 84003794
AUTHOR: Motley, Langhorne A.
TITLE: Elections in El Salvador : August 3, 1983.
PUBLISHER: Washington, D.C. : U.S. Dept. of State, Bureau of Public Affairs, Office of Public Communication, Editorial Division,
DATE: [1983]
DESCRIPTION: 3 p. ; 28 cm.
SERIES TITLE:Current policy ;
NOTES: Caption title.
NOTES: "August 1983"--p. 3.
SUBJECT: Elections--El Salvador.
SUBJECT: United States--Foreign relations--El Salvador.
SUBJECT: El Salvador--Foreign relations--United States.
CO-AUTHOR: United States. Dept. of State. Office of
more
Select a function key to continue

You made it! This screen gives the full reference to a document on your topic. Depress the F5 key (print record) in order to get a printout of this reference. Also note whether it is a depository item. If you forgot, just depress F4, the "prior step" key, to go back to the list of documents on the previous screen and see if "DEP ITEM" is written in the right hand column.

CHAPTER NINE REVIEW QUESTIONS

Answers to questions are on page 87.

1. Publications issued by the Supreme Court, Congress, and the President's Office are all government documents.
   True or False

2. Congressional hearings and reports usually present viewpoints and/or analyses of political issues being considered by Congress. True or False

3. Census reports do not contain very detailed statistics about the population of the United States. True or False

4. Publications issued by the Federal Election Commission and the State Department are not government documents.
   True or False

5. All government documents at Stony Brook are kept in the Government Documents Section on the second floor of the Reference Room in the Main Library. True or False

6. Over 70,000 documents per year are "deposited" at Stony Brook by the federal government each year free of charge.
   True of False

7. The printed Monthly Catalog has a main section containing complete references to documents and at least three indexes: author, title, and subject. True or False

8. The Superintendent of Documents entry number is not needed to locate government documents at Stony Brook. True or False

9. A unique Monthly Catalog entry number is assigned to each document listed in the Monthly Catalog. True or False

10. GDCS is the computerized version of the printed Monthly Catalog. True or False

11. GDCS can be used to locate government documents issued during the 1960's. True or False

12. GDCS can be used to locate United Nations documents.
    True or False

13. GDCS contains Monthly Catalog entry numbers. True or False

14. All government documents at Stony Brook are listed in the card catalog in the main Reference Room. True or False

15. The phrase "DEP ITEM" which appears on GDCS screens means that the document is a depository item and that Stony Brook will probably have it. True or False

16. Give one reason why government documents are very valuable in doing social science research. _____
_____

17. Many complete references in the main section of the Monthly Catalog contain a black dot. What does the black dot signify? _____

18. If you are using the printed Monthly Catalog to find documents on a particular topic, in which section should you look first? _____ If you were using GDCS, which function would you use? _____
Which number function key on the main menu? _____

19. Give one advantage, cited in this chapter, of using GDCS instead of the printed Monthly Catalog to find documents issued since July 1976. _____
_____

20. What is the title of the official version of the laws of the United States? _____

PRACTICUM EXAM QUESTIONS

The following are a sampling of the type of questions you will need to answer in order to successfully complete your practicum for Government Documents.

1. Find a complete reference for a document written by Gregory W. Sandford using the 1986 Monthly Catalog. What index did you use to look up this document? What number is given in the index to help you locate the full reference? What are such numbers called?

2. Find the complete reference to a book entitled Gun Control Laws in Foreign Countries using the "Find By Title" function in GDCS. What is the Monthly Catalog entry number? What government agency issued this book?

3. Locate the two volume government document entitled Containment: Concept and Policy issued sometime in the last decade.

4. Locate a government document on taxicab licensing issued in 1984.

ANSWERS TO REVIEW QUESTIONS--CHAPTER 9, LBR 150
(Relevant workbook pages appear in parentheses.)

1. True (p.75)
2. True (p.76, top)
3. False (p.76, middle)
4. False (p.75)
5. False (p.76, bottom to p.77)
6. True (p.77, top)
7. True (p.77)
8. False (p.79)
9. True (p.77, "Basic Arrangement" paragraph)
10. True (p.80, top)
11. False (p.80, top)
12. False (p.80, top)
13. True (p.81, top)
14. False (p.77, paragraph 1)
15. True (p.77, bottom to p.78; p.81, middle)
16. They contain detailed information on a wide array of topics and may contain unique information that cannot be found elsewhere. (p.75, middle)
17. The black dot signifies that the document is a "depository" item, distributed free to "depository" libraries so it is likely that we will have this document. (p.77, bottom to p.78)
18. The Subject Index. (p.78, step 1)
    The "Find by Subject" function. (p.82, bottom)
    Function key F3. (p.82, bottom)
19. You can search many years at once using GDCS. (p.80, par. 1)
20. United States Statutes at Large (p.75, bottom)

CHAPTER TEN

SOCIAL AND ECONOMIC STATISTICS

After reading this chapter you will know:

- the kinds of statistical questions that can be answered in a research library
- four major reference books for statistical research
- how to find more detailed statistical information

INTRODUCTION

The library abounds in sources that offer up-to-date and detailed statistics on a wide variety of topics. Among these sources are almanacs, yearbooks, statistical digests, and indexes. In this chapter, we will concentrate on four sources which are frequently consulted for current social and economic statistics.

- Statistical Abstract of the United States
- American Statistics Index
- U.N. Demographic Yearbook
- U.N. Statistical Yearbook

The first two of these sources are concerned primarily with United States statistics. The latter two are international in scope. Both the U.S. federal government and the United Nations are actively involved in compiling and publishing statistics on many economic and social topics.

Before we consider these four titles, let's look at some kinds of statistical questions about the United States that are frequently asked in the library:

- How many eligible voters took part in the 1988 presidential election?
- What is the current rate of inflation?
- How much of the federal budget is committed to military expenditures?
- How many people live below the poverty level in the United States?
- How do the major cities rank in terms of crime rates?

- What is the food consumption rate per person, and how does it vary with race?
- What are the major causes of death between the ages of 20 and 30?
- How much did U.S. farmers produce last year?
- Has the income of women changed in the last 10 years?
- What are the living arrangements of the elderly in the U.S.?
- What are the social and economic characteristics of gamblers?
- How much do corporations spend on television advertising?
- How many people paid to see concerts last year?
- How many visited museums?
- How much gasoline is being consumed in the U.S.? How does the figure compare to 5 years ago?

You probably realize that this list could go on for pages. Remember that the answers to all of these questions and many others like them can be had by using the first two titles listed on page 89.

QUESTIONS ABOUT OTHER COUNTRIES

Reference librarians often receive questions concerning the social and economic characteristics of other countries. People request data on population growth, life expectancy rates, infant mortality, divorce and marriage rates, gross national product, import-export statistics, energy consumption, industrial and agricultural production, employment and earnings measurements, consumption rate of foods and services, and health delivery statistics. This is just a sampling of the many possible kinds of questions that are asked. For questions that require international statistics, the second two titles on page 89 are extremely helpful.

HOW TO USE STATISTICAL SOURCES

Statistical Abstract of the United States (Ref HA202.A38 and Doc HA202.A38--latest editions are located at the reference desks in both the Reference Department and the Government Documents Section.)

This reference source has been published once a year since 1878. Most of the statistics cited have been gathered by agencies of the U.S. government. Each volume has a detailed subject index in the back which refers by number to a table of statistics on your topic. The table is an abstract or summary of a more detailed report (which is cited underneath the table--see example below). If the statistics provided in the table are not detailed enough for your research needs, note the more comprehensive report that the table is based on.

In the illustration below (from the Statistical Abstract, 1988 edition), numbers of those arrested in 1986 are listed by charge, sex, and age. The "1,000" in the "Total" box indicates that all numbers in that column should be multiplied by 1,000 (i.e. add three zeros to the figure). In other words, the statistic for Total Arrests is 10,392,000.

NO. 279. PERSONS ARRESTED, BY CHARGE, SEX, AND AGE: 1986

[Represents arrests (not charges) reported by 10,743 agencies (reporting 12 months) with a total 1986 population of 196 million as estimated by FBI]

CHARGE	Total (1,000)	PERCENT DISTRIBUTION							
		Male	Under 15 yr.	Under 18 yr.	18–24 yr.	25–44 yr.	45–54 yr.	55–64 yr.	65 yr and over
Total arrests	**10,392**	**82.6**	**5.2**	**16.8**	**32.0**	**43.0**	**4.9**	**2.3**	**.9**
Serious crimes [1]	**2,167**	**78.9**	**11.0**	**29.6**	**36.6**	**24.0**	**3.3**	**1.6**	**.9**
Murder and nonnegligent manslaughter	16	87.7	1.0	8.7	32.6	49.1	5.6	2.5	1.5
Forcible rape	31	98.9	4.9	15.4	30.0	47.6	4.5	1.8	.7
Robbery	124	92.2	5.3	22.5	39.4	36.2	1.3	.4	.2
Aggravated assault	294	86.6	3.7	12.8	29.6	49.1	5.5	2.3	.9
Burglary [2]	376	92.1	12.5	35.9	35.3	27.0	1.2	.4	.1
Larceny—theft	1,182	69.3	13.2	32.0	28.1	32.8	3.7	2.1	1.3
Motor vehicle theft	129	80.5	9.3	39.2	34.3	24.6	1.4	.4	.1
Arson	16	86.3	24.7	40.4	22.5	30.7	4.2	1.6	.6
All other nonserious crimes	**8,225**	**83.6**	**3.8**	**13.4**	**32.4**	**46.4**	**5.4**	**2.5**	**.9**
Other assaults	594	84.8	5.1	14.5	30.1	48.3	4.7	1.8	.7
Forgery and counterfeiting	77	66.1	1.4	9.5	37.3	49.0	3.1	.9	.3
Fraud	295	56.7	2.4	6.2	26.8	58.5	5.9	1.9	.6
Embezzlement	11	63.6	.5	8.6	35.6	50.0	5.7	1.8	.3
Stolen property [3]	114	88.6	8.7	25.2	37.5	33.6	2.5	.9	.3
Vandalism	223	89.5	20.3	42.8	29.0	25.4	1.8	.7	.3
Weapons (carrying, etc.)	160	92.6	4.0	15.7	34.2	42.7	4.6	2.0	.8
Prostitution and commercialized vice	97	34.6	.3	2.3	41.6	52.1	2.4	1.2	.5
Sex offenses [4]	84	92.1	7.3	18.4	23.5	46.6	7.4	4.1	2.0
Drug abuse violations	892	85.5	1.4	9.9	38.6	48.2	2.4	.8	.2
Gambling	26	82.8	.4	2.4	15.5	52.8	16.0	9.3	4.0
Offenses against family and children	47	85.0	2.7	5.3	24.6	62.3	5.7	1.6	.5
Driving while intoxicated	1,459	88.5	[Z]	1.8	28.8	56.2	8.2	4.0	1.2
Liquor laws	490	63.2	2.1	27.0	48.9	19.6	2.8	1.3	.4
Drunkenness	778	91.1	.4	3.4	25.3	52.9	10.5	5.9	2.0
Disorderly conduct	565	81.8	4.0	14.7	37.1	40.3	4.3	2.5	1.0
Vagrancy	33	88.1	1.6	7.7	29.2	49.3	8.6	3.9	1.3
Suspicion	7	83.4	11.3	34.8	29.7	31.6	2.5	1.1	.3
Curfew, loitering (juveniles)	73	74.5	26.5	100.0	(X)	(X)	(X)	(X)	(X)
Runaways (juveniles)	139	42.3	40.4	100.0	(X)	(X)	(X)	(X)	(X)
All other offenses, except traffic	2,273	84.6	3.1	12.2	34.9	45.6	4.6	2.0	.8

X Not applicable Z Less than .05 percent [1] Includes arson arrests, a newly established index offense in 1979 [2] Breaking or entering [3] Buying, receiving, possessing [4] Excludes forcible rape and prostitution, shown separately

Source: U.S. Federal Bureau of Investigation, *Crime in the United States*, annual

If you need the more detailed report, you look below the table for a note on the source. In this case, you would want to examine a document entitled Crime in the United States, issued by the F.B.I. This report is an annual, which means that it is published once a year. Since the report comes out on a periodic basis, look in the Stony Brook Serials Holdings List to see if it is cataloged. Check under the title, Crime in the United States.

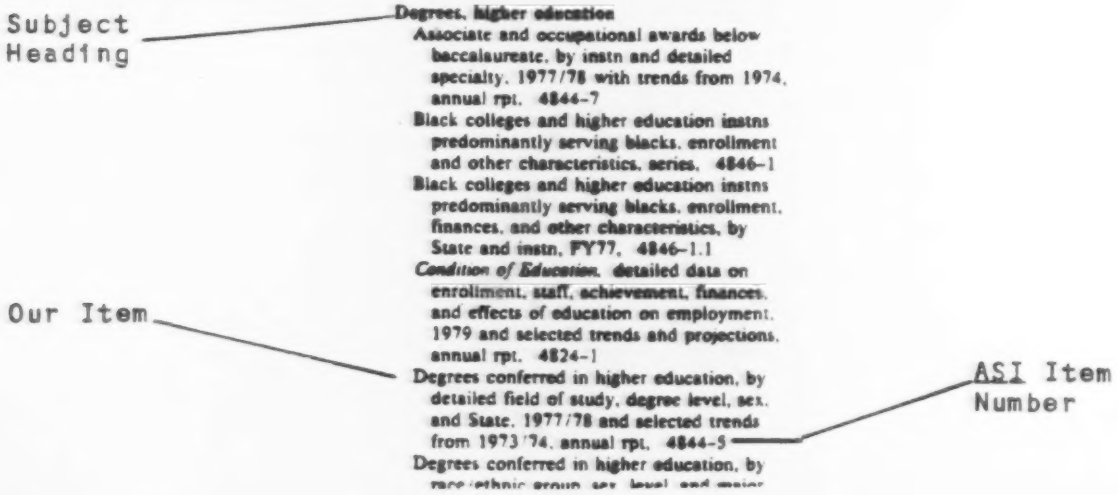
If you do not find it listed there, speak to a reference or documents librarian who will help you locate the report.

The American Statistics Index (Doc HA214.A48--located in a bookcase near the Documents reference desk).

This source identifies government reports which contain detailed statistics on social and economic topics. Statistics cited are mostly about the U.S., although other countries are also included. It has been published monthly since 1973, and each year these monthly issues are cumulated into an annual volume. The major advantage of ASI is that it cites statistical reports on more topics than does the U.S. Statistical Abstract. On the other hand, it does not summarize statistics the way the Statistical Abstract does, but instead offers an outline of each report listed.

For an example of how to use ASI, see below.

Each annual volume is made up of two books, one entitled "Index" and the other "Abstracts." Look up your topic in the subject index for any year you choose. In our example, the subject we have chosen is "degrees granted in higher education." The volume of ASI that we are using is 1980.


Subject Heading
Degrees, higher education
Associate and occupational awards below baccalaureate, by instn and detailed specialty, 1977/78 with trends from 1974, annual rpt. 4844-7
Black colleges and higher education instns predominantly serving blacks, enrollment and other characteristics, series. 4846-1
Black colleges and higher education instns predominantly serving blacks, enrollment, finances, and other characteristics, by State and instn, FY77. 4846-1.1
Condition of Education, detailed data on enrollment, staff, achievement, finances, and effects of education on employment, 1979 and selected trends and projections, annual rpt. 4824-1
Our Item
Degrees conferred in higher education, by detailed field of study, degree level, sex, and State, 1977/78 and selected trends from 1973/74, annual rpt. 4844-5
ASI Item Number
Degrees conferred in higher education, by

The subject heading used by ASI is "Degrees, higher education." The fifth item under that heading looks like it might answer our question. Take down the number that follows that item (4844-5), and look up this number in the accompanying "Abstracts" book of ASI. There you will find a complete listing of the item with a summary (see below).

4844-5 **EARNED DEGREES CONFERRED 1977/78**
Annual. 1980. x+51 p.
NCES 80-346.
eItem 460-A-54. GPO $3.75.
ASI/MF/3
S/N 065-000-00069-5.
*ED1.117:977-78.

By Andrew J. Pepin and Agnes Q. Wells. Thirtieth annual report, for 1977/78, on the number of bachelor's, master's, doctoral, and first-professional degrees conferred by U.S. institutions of higher education. Data are based on the 13th annual Higher Education General Information Survey (HEGIS).

Data are shown by degree level, detailed field of study, institutional control, sex of student, and State and outlying area.

Contents: introduction and notes on survey coverage, methodology, and background, with 3 charts and 20 summary tables showing trends from 1967/68 (p. 1-17); 21 tables, listed below (p. 23-45); and facsimile survey form (p. 49-51).

Data on earned degrees have been published by OE since its first statistical survey in 1870, annually since 1947/48.

To find this document in the library, go to a documents librarian with your ASI item number and the year of ASI that you are using. He or she will assist you in locating the report.

The U.N. Demographic Yearbook (Ref HA17 .D45--latest edition is located at the reference desk in the Reference Room)

This work has been published annually by the United Nations since 1948. Population of countries and regions is reported. Most of the statistics are of the "vital statistics" kind; that is, birth and death rates, infant mortality, marriage and divorce, etc. Literacy rates and educational attainment are included, as well as various data on work force characteristics.

A detailed table of contents and subject index refer to pages within the main part of the book which contain tables of data. The work is bilingual, with all text appearing in English and French.

A reproduction of a segment of one of the tables (from the 1986 edition) follows.

Special topic — Sujet spécial

32. Live births by legitimacy status, and per cent illegitimate: 1977 – 1985 (continued)

Naissances vivantes selon la légitimité et pourcentages d'illégitimité: 1977 – 1985 (suite)

(See notes at end of table. – Voir notes à la fin du tableau.)

Continent, country or area and year Continent, pays ou zone et année	Total	Legitimacy status– Légitimité Legit. Légit.	 Illegit. Illégit.	 Unk. Inc.	Per cent Illegit. P.100 Illég.
AMERICA, NORTH (Cont.) **AMERIQUE DU NORD (suite)**					
Bermuda – Bermudes					
1981	777	499	278	–	35.8
1982	805	539	266	–	33.0
1983	913	643	270	–	29.6
1984	840	578	262	–	31.2
British Virgin Islands **Iles Vierges britanniques + [3]**					
1982	224	120	104	–	46.4
1983	260	120	140	–	53.8
1984	217	95	122	–	56.2
Cayman Islands – **Iles Caïmanes +**					
1981	*348*	*224*	*122*	*2*	35.6
1982	*339*	*230*	*109*	.	32.2
1983	*387*	*241*	*146*	–	37.7
Costa Rica					
1978 +	67 659	41 635	10 645	15 379	38.5
1979 +	69 248	42 937	*— 26	311 —*	38.0
1980	66 101	42 920	10 724	12 457	35.1
1984	75 993	47 699	12 365	15 929	37.2
El Salvador					
1977	177 531	55 257	122274	–	68.9
1978	172 897	54 201	118696	–	68.7
1979	174 183	54 194	119989	–	68.9
1980	169 930	53 415	116515	–	68.6
1981	163 305	51 451	111854	–	68.5
1982	156 796	50 568	106228	–	67.7
1983	144 193	46 872	97 321	–	67.5
1984	142 202	46 392	95 810	–	67.4
1979	58 552	11 139	47 413	–	81.0
1980	57 385	10 254	47 131	–	82.1
1981	58 049	9 855	48 194	–	83.0
1982	59 079	9 811	49 268	–	83.4
1983	61 436	9 658	51 778	–	84.3
Martinique [1]					
1977	5 409	2 329	3 080	–	56.9
1978	5 065	2 153	2 912	–	57.5
1979	5 438	2 270	3 168	–	58.3
1980	5 392	2 356	3 036	–	56.3
1981	5 406	2 187	3 219	–	59.5
1982	5 376	2 362	3 014	–	56.1
1983	5 641	2 225	3 416	–	60.6
1984	5 715	1 995	3 720	–	65.1
1985	5 719	2 065	3 654	–	63.9
Mexico – Mexique					
1977	*1587196*	*1442487*	*125477*	*19 232*	9.1
1978	*1520679*	*1383786*	*119959*	*16 934*	9.0
1979	*1522465*	*1363062*	*118771*	*40 632*	10.5
1980	*1523482*	*1164503*	*253221*	*105 758*	23.6
1981 +	*2530662*	*1806985*	*543793*	*179 884*	28.6
1982 +	*2392849*	*1676987*	*593735*	*122 127*	29.9
1983 +	*2609088*	*1892141*	*635003*	*81 944*	27.5
Panama [4]					
1977	52 722	14 581	38 141	–	72.3
1978	53 040	14 618	38 422	–	72.4
1979	52 919	14 950	37 969	–	71.7
1980	52 626	15 035	37 591	–	71.4
1981	53 873	15 354	38 519	–	71.5
1982	54 491	15 957	38 534	–	70.7
1983	55 222	16 055	39 167	–	70.9
1984	56 659	16 143	40 516	–	71.5
1985	58 038	16 313	41 725	–	71.9

The U.N. Statistical Yearbook (Ref xHA12.5.U63)

This source, published yearly by the United Nations since 1948, is a large compilation of statistics from all countries, including data on such topics as industrial and agricultural production, international trade, wages and cost of living, balance of payments, energy, health and cultural statistics, employment and unemployment, etc. The format is very similar to that of the Demographic Yearbook, including the fact that all text is in English and French. The Statistical Yearbook has no index, but a detailed table of contents refers to tables within the book.

OTHER SOURCES

While this chapter does not cover additional statistical sources in detail, the following list of important titles may be of interest to you.

International Financial Statistics Yearbook (xHG3881.I626. Latest edition in Reference Room)

World Tables (HC59.W67. Latest edition in Reference Room) A major source of economic and demographic data--primarily for developing countries.

Historical Statistics of the United States (Ref HA202.B87 1976)

Yearbook of International Trade Statistics (HF91.U473. Latest edition in Reference Room)

UNESCO Statistical Yearbook (AZ361.U45. Latest edition in Reference Room). Covers education, literacy, science, technology, museums, libraries, and other educational and cultural subjects.

World Development Report (HC59.7.W659. Latest edition in Reference Room)

World Health Statistics Annual (xRA651.A486. Latest edition in Reference Room)

Commodity Yearbook (xHF1041.C56. Latest edition in Reference Room)

CHAPTER TEN REVIEW QUESTIONS

Answers to questions are on page 98.

For the following statements, note the choice, either A) Statistical Abstract of the United States or B) American Statistics Index or C) both sources, that you think best fits the description.

1. Identifies government reports containing detailed statistics on social and economic topics for the United States. ____
2. Cites more statistical reports than the other one. ____
3. Does not provide actual statistics at all. ____
4. Each year's annual volume is made up of two physical books. _____
5. Includes statistics on many social and economic topics for the U.S. ____
6. Identifies statistical reports and also provides written summaries which describe the contents of the reports. No statistics are given, however. ____
7. Cites U.S. government statistical reports. ____
8. Is published on a monthly basis. ____
9. Is published on an annual basis. ____
10. Has a detailed subject index. ____
11. Tells the reader where one can find more detailed statistical reports on a given topic. ____
12. Each annual volume has two books, one entitled "Index" and the other "Abstracts." ____
13. Has tables of statistical data and identifies the more complete report underneath the table. ___

For each of the following items, note the source, either A) U.N. Demographic Yearbook or B) U.N. Statistical Yearbook, that you think would best answer the question.

14. The divorce rate in Finland. ____

15. The country that produces the most potatoes. ____

16. The number of pharmacists in Botswana. ____

17. Number of tourists, country by country. ____

18. Energy consumption per country. ____

19. Number of live births per country. ____

20. Countries that lead the world in production of T.V. sets. __

21. The number of passenger cars in Guatamala for a given recent year. ____

22. Number of marriages by age in Spain. ____

23. Number of hospitals in Nigeria. ____

24. Number of libraries in France. ____

25. Infant mortality by country. ____

26. Leading causes of death by country. ____

PRACTICUM EXAM QUESTIONS

The following are a sampling of the type of questions you will be asked to answer in order to successfully complete your practicum exam.

1. Using one of the Chapter 10 sources, find statistics on the U.S. labor force, employment, and earnings.

2. Using one of the Chapter 10 sources, find data on the frequency of tornadoes in the U.S.

3. Using one of the Chapter 10 sources, find data on the U.S. fishing industry.

4. Using one of the Chapter 10 sources, find a citation to a government document which will contain detailed data on retail sales in the United States.

5. Using the ASI find a citation to a government document which contains detailed statistics on U.S. production of oats, corn, barley, and wheat.

6. Using one of the U.N. sources, find recent data on the birth rates of several African countries.

7. Using one of the U.N. sources, find recent data on Japanese manufacturing.

8. Using one of the U.N. sources, find recent data on leading causes of death, country by country.

ANSWERS TO REVIEW QUESTIONS -- LBR 150, CHAPTER 10

1. C
2. B
3. B
4. B
5. A
6. B
7. C
8. B
9. A
10. C
11. C
12. B
13. A
14. A
15. B
16. B
17. B
18. B
19. A
20. B
21. B
22. A
23. B
24. B
25. A
26. A